EXHIBITS

3   BUDGETS

3.1   Terminology

3.1.1   Policy Terminology

The following terms are used throughout the policies outlined in sections 3.2 through 3.4 of this manual:

Agency 900.   Transaction agency number used by OSRAP to process budget documents.

Appropriation.   An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. The level at which agency spending and collection budget limits are controlled.

Appropriations Act.   The document approved and enacted by the legislature that provides for each appropriated program financed from each means of financing. The conditions under which appropriations are expended.

A P Shell.   Documents created through an automated process which contain control options, zero dollar amount, fiscal year, fund, and agency appropriation units.

BA-7.   OPB form that is used to request increase and decrease changes in the appropriation.

Bond. A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

Budget Maintenance.   The act of adding, changing or deactivating budget lines using an AP document after the initial budgets have been loaded.

Capital Outlay. Expenditures that result in the planning, acquisition of or addition to fixed assets.

Classified.   Receipts that have been coded to the proper means of financing using a CR

or C1 document.

Expenditure Budget Line.   The level at which expenditure amounts are established for an expenditure organization and object code. Used as a control tool to establish a spending plan for each agency expenditure organization against which actual expenditures can be monitored. Lines are created using an EB document.

Expenditure Category.   The object category used to group similar object classes. Each object class is listed on the OCAT Table of AFS.

General Obligation Bonds. These are bonds that are authorized and issued primarily to provide funds for constructing and improving state owned facilities including ports, university facilities, public schools, parks, bridges, roads, and charity hospitals. The full faith and credit of the state back General Obligation Bonds.

Initial Budget Load.   The process that establishes each appropriation and their dollar amounts at the beginning of the fiscal year as approved in the Appropriations Bill signed by the Governor. Spending for the fiscal year cannot begin until this process is complete.

Interim Emergency Board. The board that provides funding for emergency events or occurrences not reasonably anticipated by the legislature.

Lines Of Credit.   The authorization for the obligation and expenditure of state funds before the sale of bonds designated to finance projects. Lines of credit are issued only for Capital Outlay projects.

Means Of Financing Appropriation.   The appropriations available for the financing of state agency obligations. (GF, IAT, SG, FED, STAT DED, etc).

Organization Number.   The lowest level within an agency structure that is used to capture the financial activity of an agency.

Revenue Budget Line.   The budget amount by revenue organization and revenue source code within each Means of Financing against which actual collections may be monitored.

Seeds.   An advance granted upon approval of the Division of Administration from the STO to those state agencies that have not collected funds needed to cover cash requirements. Seeds are always granted one fiscal year at a time.

Special Appropriations.   Appropriations established by the STO that are either statutorily created by the legislature or administratively created to account for specific funds or means of financing. Examples of special appropriations would be X, T, and D.

Statutory Dedications.   Appropriations established to record revenue that is to be credited to a specific fund that is statutorily created by the Legislature.

Warrants.   Documents/Transactions that move money from the Means of Financing Appropriation to the Operating Appropriation or reverse.

3.1.2   Procedure Terminology

The following are the field definitions for each budget related document used in the 300 - 323 procedures in this chapter:

3.1.2.1 Appropriation Document (AP) 300 – 302

Field	Size	Description
ACCTG PRD	4	Numeric - optional. The appropriate open accounting period to be used for this AP document. The period entered must be open accounting period on the Accounting Period (APRD) Table. This field may be left blank unless in the 13th period. If this field is left blank, the system will default the latest open accounting period.
BUDGET FY	2	Numeric - required. The last two digits of the fiscal year that applies to all appropriation units entered on this document. The year must be open on the Fiscal Year (FSYR) Table.
FUND	4	Alpha/numeric - required. The three-character fund code to which the appropriation unit(s) entered on the detail line(s) is associated. The code entered must be an existing entry on the Fund (FUN2) Table. Begin the entry to the far left of the field. The remaining spaces in the field should be left blank.

Field	Size	Description
AGENCY	3	associated. The code entered must be an existing entry on the Agency (AGC2) Table.
ORGN	4	Alpha/numeric - leave blank. The State of Louisiana does not use this field.
NET APPR AMOUNT	12	Numeric - required if adding or changing appropriated lines. The total dollar amount of the entries in the APPROPRIATED AMOUNT field for all lines on the AP document.
NET EST RECEIPT AMT	12	Numeric - required if adding or changing the estimated receipt lines. The total dollar amount of entries in the EST RECEIPT AMOUNT field for all lines on the AP document.
ACT	1	Alpha - required. Valid entries are:

@A@   To add a new appropriation, or to reactivate an inactive unit of appropriation.

@C@   To modify appropriation amounts, appropriation names, end dates, or the estimated receipt amount, control options, group codes, or other fields.

@D@   To deactivate an existing, active appropriation.

Field	Size	Description
APPR UNIT	3	Alpha/numeric - required. The three character appropriation code for the **AP** line that will be displayed on the Appropriation Inquiry (EAP2) Table and inferred on system reports and documents to record transactions. See Section 3.2 of this manual for numbering convention.
APPR TYPE	2	Numeric - required. The appropriation type determines spending authority. There are two types defined in AFS:

Field	Size	Description
APPR TYPE (Con't)	2	**A01**"= Regular Appropriation - The appropriation spending authority is available for only one fiscal year. These appropriations relate to the annual Appropriation Act, Supplemental Appropriations Act approved by the Legislature or Special Appropriations and Interim Emergency Board.
		A02"= Continuing Appropriation - The appropriation spending authority is available for more than one fiscal year. Entry of a "02" is normally reserved for Capital Outlay, construction, and public improvements.
END DATE	2	Numeric - required. The date on which budget authority ends for this appropriation. Spending of funds against this appropriation will not be allowed after the designated end date. (On regular appropriations, the system will default the fiscal year end date from the Fiscal Year (FSYR) Table using the BFY entered in the document header.) **You must enter the appropriate end date for continuing appropriations.** The system will not default the end date on continuing appropriations and an error will be received if this field is left blank.
APPRN NAME	30	Alpha/numeric - required. The name of the appropriated program or the means of financing appropriation. When adding a new appropriation, enter the complete name of the appropriation unit. If you enter a new name for a previously defined appropriation code, the system adopts the new name.
SHORT NAME	12	Alpha/numeric - required. The abbreviated name of the appropriated program appropriation or the means of financing appropriation that will be used to identify the appropriation units on reports which cannot accommodate the longer name.

Field	Size	Description
GRP CDE	2	Numeric - required. Each appropriation must be assigned a two digit group code which must be valid on the Appropriation Group Code (GRPC) Table. The group code is a means of further defining the appropriation and specifying additional characteristics.
APPR AMOUNT	12	Numeric - optional. Budget amount from Approved BA-7's or appropriation letters. General Fund, IEB, and Appropriated Program amounts are entered here.
I/D	1	Alpha - required when a change is being made to the preceding dollar amount field. The increase/decrease indicator determines whether the amount entered in the field will increase or decrease the appropriation amount. The user will either enter:

AI@ = To establish or increase an appropriation amount.

AD@ = To decrease an appropriation amount.

Field	Size	Description
REV/BCB	1	Alpha/numeric -optional. The State of Louisiana does not use this field.
CAT CNTL	1	Alpha - required. The option selected establishes the extent of budget control exercised for expenditure object categories within an appropriated program appropriation. This budget control is monitored by the Appropriation by Object Category Inquiry (APCT) Table. Valid entries are:

AC@ =   Full Control - Transactions must be less than or equal to the remaining APCT budget amounts. The State of Louisiana is not currently using this option.

AP@ = Presence Control - Transactions must have a corresponding budget entry on APCT, but budget amounts are not compared. The State of Louisiana is not currently using this option.

Field	Size	Description

CAT CNTL   1   AN@=   No Control - Transactions are not validated against
(Con't)   APCT. Although transactions are not validated against APCT,
AFS maintains information on the table, including: budget amount,
pre-encumbered amount, encumbered amount, and expended
amount for on-line inquiry. Enter an AN@ in this field.

EST RECPT

AMT   12   Numeric – optional. Required if adding or changing estimated
receipt amounts. Budget amount from approved BA-7's or
appropriation letters. Enters estimated receipt amount for all
Means of Financing except General Fund and IEB.

**BOND
SERIES**

NUMBER   5   Alpha/numeric - optional. Entered on AP documents if revenue
received is the result of a bond sale. Leave blank unless adding
an appropriation for which entries in this field are appropriate.

B/A OPT   1   Alpha – optional. Required if adding a new appropriation or
changing this field on an existing appropriation. The budget
authority option selected for each appropriated program
appropriation or means of financing appropriation. Valid entries
are:

     AN@=   Appropriation only. Used for General Fund, Appropriated
Programs, IEB, and those appropriations with amounts in
the appropriated amount field.

     AA@=   Actual receipts. Used for Non-appropriated
appropriations such as Major State Revenues and
Escrow.

     AE@=   Estimated receipts. Used for appropriations subject to
CMIA.

     AL@=   The lesser of actual or estimated receipts. Used for

Field	Size	Description

B/A OPT (Con't)	1	**"L"=**	Federal Means of Financing not subject to CMIA, SG, IAT, and Statutory Dedications.

CHECK

CASH	1	Alpha -required. The check cash flag establishes cash control for the appropriation. AFS is using three values for this field:

AC@= Available cash for the appropriation must be verified using the amount of cash contained on the Cash Available (CASH) Table. Used for Appropriated Programs.

AM@= Available cash for the appropriation must be verified using the means of financing appropriation. It is calculated for the appropriation using the following formula: Available Cash = Actual receipts - Expended Amount. Used for MOF Appropriation units.

AN@= Available cash for the appropriation is not verified for this appropriation. Used for Non-ISIS agencies, GF MOF, Capital Outlay, IEB and Special Appropriations designated by the STO.

3.1.2.2 Revenue Budget Document (RB) 310-312

Field	**Size**	**Description**
ACCTG PRD	4	Numeric - optional. The appropriate open accounting period to be used for this RB document. The period entered must be open accounting period on the Accounting Period (APRD) Table. This field may be left blank unless in the 13th period. If this field is left blank, the system will default the latest open accounting period.
BUDGET FY	2	Numeric - required. The last two digits of the fiscal year that applies to all revenue budget lines entered on this document. The year must be open in the Fiscal Year (FSYR) Table.
Field	**Size**	**Description**

FUND   4   Alpha/numeric - required. The three-character fund code to which all revenue budget lines entered on the RB document are associated. Must be an existing entry on the Fund (FUN2) Table.

AGENCY   3   Alpha/numeric - required. The agency code to which all revenue budget lines entered on the AP document are associated. The agency code must be an existing entry on the Agency (AGC2) Table.

TOTAL REVISED REVENUE AMT   12   Numeric - required. The total amount of the entries in the **REVISED AMOUNT** field for all lines on the document.

LIN ACT   1   Alpha - Required. Valid entries are:

                          AA@   To add a new line, or to reactivate an inactive line.

                          AC@   To change the description, the two amount columns, or the unit of appropriation in active lines.

                          AD@   To deactivate a revenue budget line. No further revenue can be recognized against inactive lines when the revenue budget control option is AP@ (presence) on the Fund (FUN2) table.

ORGN   4   Alpha/numeric - required. The revenue organization for this **RB** line. Must be a valid entry on the Organization (ORG2) Table of AFS for the budget fiscal year, fund, and agency denoted in the document header.

ACTV   4   Alpha/numeric - optional. The activity code for this line. Must be a valid entry on the Activity (ACTV) Table.

Field	**Size**	**Description**

Field	Size	Description
REV SRCE	4	Numeric - required. The revenue source for the **RB** line. Must be a valid entry on the Revenue Source Index (RSRC) Table.
APPR UNIT	3	Alpha/numeric - inferred. The appropriation unit associated with the organization coded on the revenue budget line. The appropriation unit is inferred from the organization when the document is edited.
REVISED AMT	12	Numeric - Required if adding a new line or changing an amount. Enter the new revenue budget amount for this line of coding.
INC/DEC AMT	12	Numeric - Required if REVISED AMT is filled in. The difference between the revised amount and the existing current budgeted amount for this revenue organization and revenue source code.

3.1.2.3 Expense Budget Document (EB) 320-323

Field	Size	Description
ACCTG PRD	4	Numeric - optional. The appropriate open accounting period to be used for the EB document. Must be open accounting period on the Accounting Period (APRD) Table. This field may be left blank unless in the 13th period. If this field is left blank, the system will default the latest open accounting period.
BUDGET FY	2	Numeric -required. The last two digits of the fiscal year that applies to all expenditure units entered on the EB document. The year must be open in the Fiscal Year (FSYR) Table.
Field	**Size**	**Description**
FUND	4	Alpha/numeric - required. The three-character fund code to which

the expenditure unit(s) coded on the detail lines of the EB are associated. The fund code must be an existing entry on the Fund (FUN2) Table.

AGENCY   3   Alpha/numeric - required. The agency code to which the expenditure unit(s) coded on the detail lines of the EB are associated. The agency numbers must be an existing entry on the Agency (AGC2) Table.

TOTAL REVISED EXP AMT   12   Numeric - required. The total dollar amount of the entries in the **REVISED AMT** field for all lines on the EB document.

LIN ACT   1   Alpha - required. Valid entries are:

> **AA@**   To add new lines to the budget or reactivate an inactive line.

> **AC@**   To change the budgeted positions, description, or the two amount columns in active lines.

> **AD@**   To deactivate a line. If the Expenditure Budget Control option on the Fund (FUN2) Table is set to **AC@** (Full control) or **AP@** (Presence control), then no further obligations may be made against this budget line. Otherwise, deactivation has no effect.

> **AS@**   To change description, revenue source references, budgeted positions, spending control indicator, sub-object option, or amounts.

ORG   4   Alpha/numeric - required. The expenditure organization for the expenditure budget line. The organization must be a valid expenditure organization on the Organization (ORG2) Table for the fiscal year, fund, and agency coded in the EB document header.

Field	**Size**	**Description**

CHAPTER 3

APPR UNIT 3   Alpha/numeric - inferred. The appropriation unit associated with the organization coded on the EB line. Entry is not required, the appropriation unit is inferred from the fiscal year, agency, and the organization coded when the document is edited.

ACTV 4   Alpha/numeric - optional. The activity code for the expenditure budget line. Must be a valid entry on the Activity (ACTV) Table.

FUNC 4   Alpha/numeric - optional. The function code for the expenditure budget line. Must be a valid entry on the Function (FUNC) Table.

OBJ 4   Numeric - required. The expenditure object code for the expenditure budget line. Must be a valid entry on the Object (OBJT) Table.

SUB OPT 1   Alpha - optional. This field is not currently used by the State of Louisiana.

SPD IND 1   Alpha - optional. Enter AY@ if you want to override a AP@ or AN@ Expense Budget Control Option in the Fund (FUN2) Table.

BUDGET POSTNS 6   Alpha/numeric - optional. This field is not used by the State of Louisiana. **Leave Blank.**

REVISED AMT 12   Numeric - Required if adding a new line or changing an amount. The expense budget amount for the organization and object coded on the line.

INC/DEC AMT 12   Numeric - Required if REVISED AMT is coded. The difference between the revised amount and the existing budget amount for this expenditure organization and expenditure object account.

<u>Field</u>	<u>Size</u>	<u>Description</u>

SERIES

NUMBER	4	Alpha/numeric - optional. This field is not currently used by the State of Louisiana. **Leave Blank.**
REVENUE SOURCE REF 1	4	
REF 2	4	
REF 3	4	Alpha/numeric - optional. This field is not currently used by the State of Louisiana. **Leave Blank.**
DESCRIP- TION	30	Alpha/numeric - optional. If left blank , the description will be inferred from the OBJT Table. If data is entered, it will override the description from the OBJT Table on the EEX2 Table.

3.2   Budgets Overview

This section details budget policy and definitions related to the budgeting process in ISIS.

Background

AFS refers to an appropriation as a set of budget lines all governed by the same legislative authorization. An appropriation line, written within a fund and agency is identified by an appropriation code (Appropriation Unit). There are appropriation codes for each appropriated program and means of financing established in the legislative act. Appropriation lines are established in AFS via AP transactions. In addition to recording budget amounts as originally approved by legislative authority, the AP is used to record budgetary modifications, identify appropriation types, (i.e. regular or continuing), establish group codes, set control options, and establish appropriation names, numbers, and end dates.

EB and RB transactions are used in AFS to establish budgets at the object/revenue source and expenditure/revenue organization level. These transactions are also used to record budget modifications, set control options, and line descriptions.

Although expense budget and revenue budget lines are related to appropriation codes, AFS does not enforce assurance that expense/revenue lines related to an appropriation code equal the appropriation budgeted amount. Therefore, procedures are established and exception reports are generated to ensure equality is maintained between appropriations and the related expenditure/revenue organizations.

Initial Budget Load

The process of loading the approved budget for a particular fiscal year in AFS is as follows:
AP shells will be created through an automated process to establish by fund and agency the various appropriation units with applicable budget authority and control options in place. This process will be completed before the issuance of the OPB Appropriation Letter.

Based on the budget amounts stated in the Appropriation Letter and provided by the Budget Office Appropriation Tracking System (BOATS), AP transactions will be created through an automated process to load the appropriation units total budget amount. As part of this process, EB and RB transactions will be created to load expenditure and revenue organization budgets. EB=s will be created for each Budget Development organization with the appropriated program budget loaded to the first object in each expenditure category. This is per the Appropriation Letter. The numbering scheme for the budget development expenditure organization will be 0001 for appropriation unit 100, 0002 for appropriation unit 200, and so on.

RB=s will be created for each Budget Development organization with the total Means of Financing (MOF) budget loaded to a designated revenue source (depending on the associated MOF type), per the Appropriation Letter. The numbering scheme for the revenue organizations for budget development is an AR@ preceding each means of financing appropriation number. For example, R000 will be the revenue budget development organization for State General Fund, R002 will be the revenue budget development organization for Self Generated means of financing, and so on.

As OPB does not know the agency specific spending or collection needs, it will be necessary for the agencies to spread their budgets to the appropriate places. The agencies usually determine these estimations using forecasted or historical spending patterns. The EB and RB documents are used to complete the budget spread. The EB document is used to spread the budget from expenditure budget development organizations and expenditure object account codes; where the initial budget is established, to the applicable expenditure organization(s) and expenditure object account code(s). The RB document is used to spread budget from revenue budget development organizations and revenue source account codes to the applicable revenue organizations and revenue source account codes. It shall be the responsibility of each agency to spread their revenue and expenditure budgets. This will be done after the appropriations are downloaded by BOATS.
When an agency affects a change in the dollar amount of a budget line, they should review the monthly 2G54 Appropriation Budget Reconciliation by Agency Report to ensure the equality of their budget spread.   See Exhibit 3-25. This report will identify any out of balance situations between appropriations and their related expenditure/revenue organizations. Ensuring that the budget is kept in balance is important for CAFR reporting, ISIS system reports and agency planning/analysis. It shall be the responsibility of each agency

with the help of the OPB to ensure that the appropriations are in balance.

Budget Maintenance

The budget maintenance process is essential in order to record the results of the following actions:

1.   Movement of budget line item amounts between expenditure organizations and expenditure object account codes and/or revenue organizations and revenue source account codes.

2.   Appropriation increases/decreases resulting from BA-7's approved by the Joint Legislative Committee on the Budget. The Commissioner of Administration may approve the transfer of funds between programs within a budget unit which in the aggregate does not exceed one percent of the total appropriation of the budget unit when sufficient evidence is presented to the Commissioner of Administration indicating that the operations of the budget unit or programs are being or will be impaired without such transfers. The Commissioner of Administration with the approval of the Joint Legislative Committee on the Budget, may approve the transfer of funds between programs within a budget unit, which in aggregate does not exceed twenty-five percent of the total appropriation of the budget unit when sufficient evidence is presented to the Commissioner of Administration and the Joint Legislative Committee on the Budget. It will be the responsibility of each agency to prepare and enter their budget maintenance documents. As time progresses it may become necessary for agencies to process budget transactions for various reasons. Changes to the dollar amount of an appropriation unit will require a BA-7. OSRAP will require a copy of the approved BA-7 before approval is applied to an AP. A dollar amount change on an AP to MOF appropriation units will require an equal dollar amount change to the Operating appropriation units on each AP entered and vice versa. OSRAP will not approve an AP that is not in balance.

3.   New appropriations received after the initial budget load, (i.e., Interim Emergency Board and some Statutory Dedications) will also be prepared and entered by the applicable agency.

4.   Dissolution and mergers of agencies or appropriations.

5.   Deactivation of appropriations.
6.   Carry forward of encumbered appropriations. Agencies will prepare the necessary AP=s, EB=s, and RB=s for the current year only to be processed after the 13th period close. No adjustment will be made in the prior year.

3.2.1　Establishing Budget Policies

The following policies apply to establishing budgets

Appropriation budgets must be established in accordance with the policies outlined.

Revenue and expense budgets must be established for each appropriation budget. Revenue and expense budgets break the appropriation down to the revenue source and expenditure object level. They may also be spread across multiple lower level organizations and object/revenue source codes.

The total of all expense budgets associated with an appropriation unit must equal to the budget amount of the related appropriation unit by the end of each accounting period. The total of all revenue budgets associated with an appropriation unit must equal the budget amount of the related appropriation by the end of each accounting period.

OPB will monitor detail budgets to verify that they are in balance with their related appropriation budgets. It is the responsibility of each agency to ensure that they remain in balance by the end of each accounting period.

OSRAP will enter budget documents for Non-ISIS Agencies. OSRAP will work with the agencies to establish estimates.

3.2.2　Appropriation Control Option

Louisiana has elected to use appropriation amounts as controls on spending. This decision affects the appropriation transactions that are coded. The option to use appropriations as controls is chosen individually for each fund. The choice for each fund is recorded in the Fund Master Table in the field labeled Appropriation Control. **C (Full Control)** has been selected by the state of Louisiana. This means that total obligations against units of appropriation within the fund cannot exceed the budgeted authority amount. Therefore, appropriation transactions for the funds must be entered. The value of the budgeted authority amount depends on the Budget Authority Option chosen for the unit of appropriation on the AP.

3.2.3　Budget Authority Options

The budget authority option defines the budgeted authority amount used as the limit on obligations when the

Appropriations Control Option is AC@. The budget authority option is chosen for each appropriation unit, and is recorded on the appropriation document. Neither the STO nor OSRAP will approve the AP transaction if the incorrect budget authority option is chosen.

> **N   (Budget Only).**   The budgeted authority for the appropriation is the current modified appropriated amount.   In general; appropriated programs, General Fund, and IEB appropriations are governed by this option.   For this reason, only the appropriations named above will have an amount entered in the APPR AMT of the AP document.

> **A (Actual receipts).**   The budgeted authority for the appropriation is the actual receipts. This option will be used for non-appropriated appropriations i.e., escrow or major state revenues.

> **E (Estimated receipts).**   The budgeted authority for the appropriation is the current estimated receipts.   Only appropriations subject to the Cash Management Improvement Act will be established with this budget authority option.

> **L (The lesser of actual receipts or estimated receipts).**   The budgeted authority for the appropriation is the lessor of the actual receipts or the estimated receipts. This option will be used for self generated appropriations, interagency transfer appropriations, federal appropriations not subject to the Cash Management Improvement Act, and Statutory Dedication appropriations.

3.2.4   Detail Expense Budgets - Spending Control Options

Louisiana has selected to establish a ANo Control@ (**N**) option for all state agencies. This option has no budget checking or control established for detail expense budgets.

3.2.5   Appropriation Types

Two types of appropriations will be used to establish budget authority, Regular and Continuing.

> **01 (Regular)**   The appropriation spending authority is available for expenditure processing for only one fiscal year.   These appropriations relate to the annual Appropriation Act approved by the Legislature.

> **02 (Continuing)**   The appropriation spending authority is available for expenditure for more

than one fiscal year. These appropriations relate to capital outlay projects.

3.2.6   Cash Control Options

The Cash Control Option specifies where cash will be checked at the time of disbursement.

Valid options are:

N   Available cash is <u>not</u> checked for the appropriation. This option is used for Capital Outlay, General Fund, IEB, and Non-ISIS Means of Financing Appropriations and Special Appropriations under the direction of the State Treasurer=s Office.

C   Available cash is verified against the Cash Available Table (Cash) for the appropriation. This option is used for Appropriated Programs.

M   Available cash is verified by using the Means of Financing Appropriation. This option is used for ISIS Means of Financing Appropriations where available cash = actual - expended.

These options are determined by the STO and OSRAP during the initial budget load.   The agency will complete this field for new AP lines after the initial Budget Load.

3.3   Means of Financing Appropriation Unit Numbering Overview

The following sections define the policies for <u>numbering</u> Means of Financing appropriation units for the State of Louisiana. It is the policy of the DOA, that although the appropriation unit field in AFS is 9 characters, only the first 3 characters will be used.

3.3.1   State General Fund/IEB Appropriation Unit Numbering

For State General Fund (Direct) Appropriations:

State General Fund direct. The means of Financing Appropriation Unit will be **A000"**, and will have an appropriation group code of **A01"**.

For Interim Emergency Board Appropriations:

The means of financing Appropriation Unit will be assigned the first two characters of **AIB@** and the last character sequentially numbered 1 through 9 if the agency has multiple Interim Emergency Board (IEB) appropriations. Should there be more than 9 appropriations for the same agency in the same fiscal year, the last digit of the appropriation number should be designated as **AA@** through **AZ@**.

3.3.2   State General Fund by Fees and Self-Generated Revenues (SGR) MOF Numbering Policies

For Regular Self-Generated Revenue Appropriations:

The Means of Financing Appropriation Unit will be assigned **A002"** and will have an appropriation group code of **A05"**.   This will be OSRAP=s policy for State General Fund by Self-Generated Revenues that are not agency ancillary, such as Auxiliary funds.

3.3.3   State General Fund by Interagency Transfers (IAT) MOF Numbering

For Regular Interagency Transfer (IAT) Appropriations

The Means of Financing Appropriation Unit number will be assigned **A003"** with an appropriation group code of **@02"**.   This will be the policy for State General Fund by Interagency Transfers of funds between two agencies within the same Appropriation Act. May include auxiliary if auxiliary funds will be used to pay another agency.

3.3.4   Means of Financing Appropriations Contained in the Ancillary Act for Agency Internal Service Fund Activity MOF Numbering Policies

For Internal Service Fund Appropriations contained in the Ancillary Act:

The Internal Service Fund Appropriations will have a Means of Financing Appropriation unit

assigned **A004"**, with an appropriation group code of **@11"**.   This will be the policy for State General Fund by Fees and Self-Generated Revenue of funds for Internal Service Fund, and Enterprise Fund activity found in the Ancillary Appropriation Act.

3.3.5   Means of Financing Appropriations Contained in the Ancillary Act for Auxiliary Fund MOF Numbering Policies

For Auxiliary Fund Appropriations:

 Currently Auxiliary means of financing is in Self-Generated or IAT means of financing.

3.3.6   Means of Financing Appropriation From Federal Aid MOF Numbering Policies

For Regular Federal Appropriations:

The Means of Financing Appropriation unit will be assigned **A006"**, and will have an appropriation group code of **A04"**.   This will be the policy for Federal Appropriations not associated with Capital Outlay.   Federal appropriations that are subject to the Cash Management Improvement Act (CMIA) will have a group code of **A03"** but will have the same MOF appropriation unit of **"006"**.

3.3.7   Major State Revenues or Appropriations for Revenues collected, Not Drawn, and Cash Transferred to an Agency MOF Numbering

For Major State Revenues or Appropriations for which the Revenues are collected and Warrants are not drawn but cash is transferred to an Agency Means of Financing Appropriation based on the Appropriation Act :

The Means of Financing Appropriation number that is established for special funds is usually the same as the three-digit ISIS number. There are exceptions to this when more than one receiving MOF appropriation needs to be established for each ISIS Fund. Examples are the Bond Security and Redemption Fund (B15), Proprietary School Students Protection Fund (E04), Lottery Proceeds Fund (G01), Federal Energy Settlement Fund (N03), Oil field Site Restoration Fund (N05), Municipal Facilities Revolving Loan Fund (Q03), Drinking Water Revolving Loan Fund (Q11), Rockefeller Trust and Protection Fund (RK2), Transportation Trust Fund (TT1), TIME

Account (TT2), La State Wildlife Protection Trust Fund (W14), LEQTF-Permanent (Z10), and Wetlands Conservation Fund (Z12). Major State Revenue appropriations will have a group code of AA08". This will be the policy for establishing appropriations associated with funds established by the legislature for collecting specified funds for which monies will be transferred to an agency means of financing appropriation for warrants drawn activity if monies are appropriated out of the funds. (These appropriations were referred to as AX@ appropriations under FACS)

For Appropriations currently the responsibility of the State Treasurer=s Office which the state acts as custodian for these funds:

The Means of Financing number is the ISIS Fund number and the group code is A09". Examples of these funds are Fuller Edwards Arboretum Trust Fund (A01), Levee Districts (L01-L34), Escrow Fund (ESC), La. Tourism Promotion District (CT3), Bond Security & Redemption Fund (B15), Bond Security-Debt Service (B17), All ISIS fund numbers beginning with C0_, Debt Service Reserve Fund (DSR), Free School Funds (FS1, FS2, FS3), Retirement Proceeds Fund (I05), Reversionary Medical Trust (JS2, JS3, JS4), TIME Account (TT2, TT3) Parish Royalty Sinking Fund (Z02), Tidelands Fund (Z05), and LEQTF-Permanent (Z10). Monies classified to a group code A09" appropriation are not considered state monies. (These appropriations were referred to as AT@ appropriations under FACS)

For Agency Appropriations made from Statutorily Dedicated **Funds based on the Appropriation Act:**

The Means of Financing Appropriation Unit Number will be assigned the same fund number as the AX@ APPR under agency 148 in AFS, and the appropriation group code will be A10".

For Agency Appropriations made from the Vocational Technical Enterprise Fund included in the General Appropriations Act:

The Means of Financing Appropriation Unit number will be assigned the same fund number as the AX@ APPR under agency 148 in AFS, AE08", and will have an appropriation group code of A10".

For Agency Appropriations made from the Transportation Trust Fund included in the General Appropriations Act:

For Federal Funds, the appropriation unit will be assigned A54N@, and the appropriation group code will be A10".

For the Transportation Trust Fund portion, the appropriation unit will be assigned **A54P@**, and the appropriation group code will be **A10"** for DOTD agencies.

For the Transportation Trust Fund portion that is not one of the above, the appropriation unit will be equal to the new fund **ATT1"** , and the appropriation group code will be **A10"**.

3.3.8   Means of Financing Appropriations for Capital Outlay MOF Numbering Policies

Means of Financing Appropriations for Capital Outlay which are the responsibility of the Office of Facility Planning and Control:

The Means of Financing Appropriation Unit number will be numbered sequentially beginning with page 1 of each year=s Appropriation Act, starting from **A001"** through **A999"**.

3.4   Special Appropriations Overview

The following section discusses the policies for setting up Means of Financing appropriations and lines of credit in AFS.

3.4.1   Special Appropriations Overview/Policies

The State Treasurer=s Office establishes appropriations which are used to record revenue, carry forwards, and transfers to other funds or other appropriations in the same fund that is to be credited to a specific fund which is statutorily created by the Legislature. (These appropriations were referred to AX@ appropriations in FACS.)

The following policies apply to setting up these appropriations:

An appropriation will be set up by STO for each special fund created by the Legislature.

When applicable revenues are collected by each agency, they are classified to this appropriation using agency number **148**.

Each agency will be assigned a specific Aorganization number@ that will designate the responsible agency

and will report to the appropriation number established by STO.

If there is an agency appropriation from the fund, the monies will be transferred to a revenue organization within the agency=s fund for warranting of funds. The STO will perform this transfer monthly. Should the agency require it frequently, it will be their responsibility to perform the transfer.

The Budget Authority Option for these appropriations will be set to AA@ (actual receipts).

3.4.2   Constitutional Appropriations

The State Constitution establishes the dedication of this set of appropriations. Some of these dedications were carried over in the 1974 Constitution and are not considered ongoing. These appropriations are assigned group code A15" and account for revenue and expenditure activity. Warrants cannot be posted to these appropriations. (These were referred to AD@ appropriations under FACS)
The following policies apply:

Group Code A15" appropriations have been established to account for revenue and expenditure activity for appropriations created by the state constitution. These appropriations should not be established until the amendment has passed a vote of the people.

As applicable revenues are collected by each agency, they are classified to an organization tied to the appropriate appropriation number and fund.

Monies do not have to be appropriated annually by the legislature to be paid from these appropriations.

The Budget Authority Option for these appropriations will be set to "**A**" (actual receipts).

3.4.3   Seed Requests Overview/Policies

The State of Louisiana extends seeds to state agencies that have cashflow problems.

The following policy applies to seed requests

Any state agency that does not have sufficient cash at the beginning of the fiscal year to pay

expenses may request a seed in writing from the DOA-COMM stating the means of financing for the revenue requested. Sufficient justification and planned payback period must be provided to allow the DOA-COMM to review and determine the need for the seed.

The agency requests that OSRAP submit the necessary system document (J3- Special Revenue Journal Voucher) to repay the seed from the agency=s MOF within the granted fiscal year. OSRAP will generate special revenue journal vouchers to repay all outstanding seeds for the fiscal year by the end of the 45-day close period.

Agencies must submit a written request to the DOA-COMM to have a seed re-established.

3.4.4   Lines of Credit Overview/Policies

A cash Aline of credit@ provides authorization for the obligation and expenditure of state funds before the sale of bonds designated to finance the project(s). Upon approval of a line of credit by the State Bond Commission, a certificate is provided to the fiscal division of the State Treasurer=s Office and the agency responsible for administration of the project. The agency prepares accounting documents to input a budget for the line of credit. At the time bonds are sold by the State, the line of credit is reversed and the revenue is classified to the project. Lines of credit are only used for Capital Outlay projects. Money accumulated and not needed currently for the intended capital outlay projects is borrowed to begin construction on other capital outlay projects until the next bond sale.

The following policies apply to lines of credit

Agencies administering capital outlay projects may request of the SBC a cash Aline of credit@ to begin bond projects before the sale of bonds. The agency must justify the need and show that the project is ready to begin.

The Capital Outlay project must be approved in the current Capital Outlay Act.

All APriority One@ capital outlay projects must be funded (bond cash or line of credit) before a APriority Two@ project is issued a line of credit.

3.4.5   Sale of Bonds for Lines of Credit Overview/Policies

The SBC sells general obligation bonds to fund capital outlay projects that have been appropriated by

priority, by the Legislature. Before the bonds are sold, lines of credit may be issued so that contracts may be Alet@ and the project can be started. The sale of bonds is restricted to certain funds depending on the wording in the Capital Outlay Bill.

The following policies apply to the sale of bonds for lines of credit

> Lines of credit are issued by the SBC for projects appropriated in the current year=s Capital Outlay Act. This is upon request of the state agency.

> Once the bonds are sold, the lines of credit must be reversed and the bonds classified to certain projects.

3.4.6   Sale of Bonds/Overview/Policies

The SBC sells general obligation bonds to fund capital outlay projects that have been appropriated by priority by the State Legislature.

The following policies apply to the sale of bonds

> The SBC determines the need to sell bonds and the projects to be included on the bond sale.

> Projects must be funded in order of priority. (For example, a Priority Two capital outlay project cannot be funded before all Priority One projects are funded).

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PURPOSE AND DESCRIPTION:

Before data is entered, you must first logon to AFS. This procedure is used to add an appropriation line in AFS. This procedure will only be used to create needed appropriation units and related data which do not exist on the Appropriation Inquiry Extended (EAP2) Table for a given fiscal year, fund and agency.   This procedure may be repeated as needed on an Appropriation (AP) document or used with the AChanging Appropriation Unit@ and/or ADeactivating and Appropriation Unit@ to create a complete AP document. See Section 3.2 Budget Maintenance of this manual. **Field definitions for the AP document can be found in section 3.1.2.1. of this chapter.**

Responsibility   **Action**

Authorized Agency User

1.   Accesses the Document Suspense

       A.   Types AN@ in the ACTION.

       B.   Types ASUSF@ in the SCREEN.

       C.   Presses <ENTER>. You will be at the designated table.

2.   Creates a new AP.

       A.   Types ANEW@ in the FUNCTION.

       B.   Presses <TAB> to the DOCUMENT area.

       C.   Types the following information in the corresponding fields under DOCUMENT.

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    1)   Type **AAP@** in the TYPE field. (Tab over)

    2)   Type agency number in the AGCY field.

    3)   Type **AAP#@** in the NUMBER field. The number sign or pound sign will automatically assign the next document number for your agency to this AP document for your agency. See Exhibit 3-1.

3.   Presses <ENTER>. The screen displays a new AP Document with information entered in the DOCUMENT fields.

4.   Enters values in the corresponding required fields of the document header:

    A.   ACCTG PRD This field should be left blank unless in the 13th period.

    B.   BUDGET FY

    C.   FUND

    D.   AGENCY

    E.   NET APPR AMOUNT   If applicable. Do not code cents.

    F.   NET EST RECEIPT AMT   If applicable. Do not code cents.

5.   Enters the required values in the corresponding fields of the document detail lines: See Exhibit 3-2.

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A.   ACT   Enter ΑA@ in this field.

B.   APPR UNIT

C.   APPR TYPE   Enter one of the following options:

                              01 - Regular Appropriations

                              02 - Continuing Appropriation.

D.   END DATE   For regular appropriations leave blank. You must enter the appropriate end date for continuing appropriations.

E.   APPRN NAME

F.   SHORT NAME

G.   GRP CDE

H.   APPR AMOUNT   General Fund, IEB, and Appropriated Program amounts are entered here.

I.   CAT CNTL   Enter an ΑN@ in this field.

J.   EST RECPT AMT   Enters estimated receipt amount for all Means of Financing except General Fund and IEB.

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K.   BOND SERIES   Leave blank unless adding an appropriation for which entries in this field are appropriate.

L.   B/A OPT   Enter one of the following budget authority options:

N - appropriation only
A - actual receipts
E - estimated receipts
L - lessor of actual or estimated receipts

M.   CHECK CASH   Enter one of the following options:

C - available cash operating
M - available cash MOF
N - no verification

6.   Repeats Step 5 as needed.

7.   Edits the document

    A.   Press <HOME> to move to the FUNCTION.

    B.   Types **AEDIT DOC@** in the FUNCTION.

    C.   Presses <ENTER>.

    NOTE: **Should the document contain errors, the data must be corrected. Error messages appear at the bottom of the screen along with the**

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message ADOCUMENT ERRORS DETECTED@. Once the errors have been corrected, the document can be re-edited. Types AEDIT DOC@ in the FUNCTION and represses <ENTER>.

1) The screen will display the STATUS of APEND1" in the document header. See Exhibit 3-3.

2) The APPR DATE field shows the current date. This is a system-computed field. The APPR DATE will appear automatically.

3) The END DATE shows the inferred fiscal year end date unless entered by the user. This is a system-computed field. The END DATE is taken from the APPR Table END DATE.

4) **AREADY FOR APPROVAL 1**" (agency approval), **AREADY FOR APPROVAL 3**" (Office of Statewide Reporting and Accounting Policy approval), **AREADY FOR APPROVAL 4**" (Office of Planning and Budget), and **AREADY FOR APPROVAL 5"** (State Treasurer=s Office approval) messages appear at the bottom of the screen. See Exhibit 3-4.

8. Types **AEND@** in the FUNCTION to exit the **AP** document.

   NOTE: **You must exit the document so that another authorized person can approve the document. The system will not allow the same person to enter and approve the same document.**

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9. Presses <ENTER>. The screen displays the SUSF. The **SUSF** shows the **AP** document with the **APEND1**" status.

Authorized Agency Approver

10. Retrieves the **AP** document from **SUSF**.

    A. Types **AS@** in the ACTION.

    B. Presses <TAB> until Line 01 or the line where the document number appears is reached.

    C. Presses <ENTER>. **AP** document is displayed.

11. Reviews the Document for accuracy.

12. Types **AAPPROVE DOC@** in the FUNCTION.

13. Presses <ENTER>. An approval message is displayed stating that approval 1 has been applied and that other approvals are pending.

14. Types **AEND@** in the FUNCTION.

OSRAP

15. Retrieves the **AP** document from **SUSF**.

16. Types **AAPPROVE DOC@** in the FUNCTION.

17. Presses <ENTER>. An approval message is displayed stating that approval 3 has been applied and that other approvals are pending. See Exhibit 3-5.

18. Types **AEND@** in the FUNCTION.

OPB

19. Retrieves the **AP** document from **SUSF**.

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20.   Types **AAPPROVE DOC@** in the FUNCTION.

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21.   Presses <ENTER>. An approval message is displayed stating that approval 4 has been applied and that it is pending 5 approval. See Exhibit 3-6.

22.   Types **▲END@** in the FUNCTION.

STO   23.   Retrieves the **AP** document from **SUSF**.

24.   Types **▲APPROVE DOC@** in the FUNCTION.

25.   Presses <ENTER>. The **AP** document now shows a STATUS of SCHEDULED. See Exhibit 3-7.

26.   Types **▲RUN DOC@** in the FUNCTION. The AP document now shows a STATUS of **ACCEPTED** in the document header. See Exhibit 3-8. Document will show an accepted status on SUSF.

27.   Presses <ENTER>. **▲**Running the AP document causes the information to be posted to the appropriate tables. See Exhibit 3-9.

28.   Types **>END@** in the Function and presses <ENTER> to exit the document. You will be returned to the SUSF.

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Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 301
Procedure Name: Changing an Appropriation Unit	**Date Issued:** 03/00
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PURPOSE AND DESCRIPTION:

Before data is entered, you must first logon to AFS. This procedure is used to change an existing appropriation line in AFS. The appropriation unit change must be a valid entry on the Appropriation Inquiry Extended (EAP2) Table for a given fiscal year, fund and agency. You can not change the fiscal year, fund, or agency number on an existing appropriation unit. This procedure may be used singly or repeated as needed, or used in combination with the AAdding Appropriation Unit@ and/or ADeactivating an Appropriation Unit@ as appropriate to create a complete AP document. See Section 3.2 Budget Maintenance of this manual. **Field definitions for the AP document can be found in section 3.1.2.1. of this chapter.**

Responsibility   **Action**

Authorized Agency   1.   Accesses the Document Suspense.
User

          A.   Types AN@ in the ACTION.

          B.   Types ASUSF@ in the SCREEN.

          C.   Presses <ENTER>. You will be at the designated table.

     2.   Creates a new AP.

          A.   Types ANEW@ in the FUNCTION.

          B.   Presses <TAB> to the DOCUMENT area.

          C.   Types the following information in the corresponding fields under DOCUMENT.

               1)   Type AAP@ in the TYPE field. (Tab over)

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       2)   Type agency number in the AGCY field.

       3)   Type **AAP#@** in the NUMBER field. The number sign or pound sign will automatically assign the next document number for your agency to this AP document for your agency. See Exhibit 3-1.

3.   Presses <ENTER>. The screen displays a new AP Document with information entered in the DOCUMENT fields.

4.   Enters values in the corresponding required fields of the document header: See Exhibit 3-10.

      A.   ACCTG PRD This field should be left blank unless in the 13th period.

      B.   BUDGET FY

      C.   FUND

      D.   AGENCY

      E.   NET APPR AMOUNT   If applicable. Do not code cents.

      F.   NET EST RECEIPT AMT   If applicable. Do not code cents.

5.   Enters the change data in the fields. Data is entered only in the fields to be changed.

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A.　　ACT　　　　　　Enter AC@ in this field.

B.　　APPR UNIT

C.　　APPR TYPE

D.　　END DATE

E.　　APPRN
　　　NAME

F.　　SHORT
　　　NAME

G.　　GRP CDE

H.　　APPR
　　　AMOUNT　　Do not code cents.

I.　　I/D

J.　　CAT
　　　CNTL

K.　　EST RECPT
　　　AMT　　　　Do not code cents.

L.　　I/D

M.　　BOND
　　　SERIES
　　　NUMBER

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        N.   B/A OPT   Options are:

                                    N - appropriation only
                                    A - actual receipts
                                    E - estimated receipts
                                    L - lessor of actual or estimated receipts

        O.   CHECK
                CASH   Options are:

                                    C - available cash operating
                                    M - available cash MOF
                                    N - no verification

6.   Repeats Step 5 as needed.

7.   Edits the document

        A.   Press <HOME> to move to the FUNCTION.

        B.   Types **AEDIT DOC@** in the FUNCTION.

        C.   Presses <ENTER>.

                NOTE: **Should the document contain errors, the data must be corrected. Error messages appear at the bottom of the screen along with the message ADOCUMENT ERRORS DETECTED@. Once the errors have been corrected, the document can be re-edited. Types AEDIT DOC@ in the FUNCTION and represses <ENTER>.**

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Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 301
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1) The screen will display the STATUS of APEND1" in the document header.

2) The APPR DATE field shows the current date. This is a system-computed field. The APPR DATE will appear automatically.

3) The END DATE shows the inferred fiscal year end date unless entered by the user. This is a system-computed field. The END DATE is taken from the APPR Table END DATE.

4) **AREADY FOR APPROVAL 1**" (agency approval), **AREADY FOR APPROVAL 3**" (Office of Statewide Reporting and Accounting Policy approval), **AREADY FOR APPROVAL 4**" (Office of Planning and Budget), and **AREADY FOR APPROVAL 5"** (State Treasurer=s Office approval) messages appear at the bottom of the screen.

8. Types **AEND@** in the FUNCTION to exit the **AP** document.

   NOTE: **You must exit the document so that another authorized person can approve the document. The person who enters the document cannot approve the same document.**

9. Presses <ENTER>. The screen displays the SUSF. The **SUSF** shows the **AP** document with the **APEND1**" status.

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Authorized Agency Approver

10.   Retrieves the **AP** document from **SUSF**.

      A.   Types **S@** in the ACTION.

      B.   Presses <TAB> until Line 01 or the line where the document number appears is reached.

      C.   Presses <ENTER>. **AP** document is displayed.

11.   Reviews the Document for accuracy.

12.   Types **APPROVE DOC@** in the FUNCTION.

13.   Presses <ENTER>. An approval message is displayed stating that approval 1 has been applied and that other approvals are pending.

14.   Types **END@** in the FUNCTION.

OSRAP

15.   Retrieves the **AP** document from **SUSF**.

16.   Types **APPROVE DOC@** in the FUNCTION.

17.   Presses <ENTER>. An approval message is displayed stating that approval 3 has been applied and that other approvals are pending.

18.   Types **END@** in the FUNCTION.

OPB

19.   Retrieves the **AP** document from **SUSF**.

20.   Types **APPROVE DOC@** in the FUNCTION.

21.   Presses <ENTER>. An approval message is displayed stating that approval 4 has been applied and that it is pending 5 approval.

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	22.	Types **⊢END@** in the FUNCTION.
STO	23.	Retrieves the **AP** document from **SUSF**.
	24.	Types **⊢APPROVE DOC@** in the FUNCTION.
	25.	Presses <ENTER>. The **AP** document now shows a STATUS of SCHEDULED.
	26.	Types **⊢RUN DOC@** in the FUNCTION. **⊢**Running the AP document causes the information to be posted to the appropriate tables.
	27.	Presses <ENTER>. The AP document now shows a STATUS of **ACCEPTED** in the document header. Document will show an accepted status on SUSF.
	28.	Types ›**END@** in the Function and presses <ENTER> to exit the document. You will be returned to the SUSF.

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Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 302
Procedure Name: Deactivating an Appropriation Unit	**Date Issued:** 03/00
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

Before data is entered, you must first logon to AFS. This procedure is used to deactivate an existing appropriation line in AFS. The appropriation unit deactivation must be a valid entry on the Appropriation Inquiry Extended (EAP2) Table for a given fiscal year, fund and agency. **Field definitions for the AP document can be found in section 3.1.2.1. of this chapter.**

Responsibility   **Action**

Authorized Agency User

1. Accesses the Document Suspense.

    A. Types **AN@** in the ACTION.

    B. Types **ASUSF@** in the SCREEN.

    C. Presses <ENTER>. You will be at the designated table.

2. Creates a new AP.

    A. Types **ANEW@** in the FUNCTION.

    B. Presses <TAB> to the DOCUMENT area.

    C. Types the following information in the corresponding fields under DOCUMENT.

        1) Type **AAP@** in the TYPE field. (Tab over)

        2) Type agency number in the AGCY field.

ISIS

        3)   Type **AAP#@** in the NUMBER field. The number sign or pound sign will automatically assign the next document number for your agency to this AP document for your agency. See Exhibit 3-1.

3.   Presses <ENTER>. The screen displays a new AP Document with information entered in the DOCUMENT fields.

4.   Enters values in the corresponding required fields of the document header. See Exhibit 3-11.

        A.   ACCTG PRD This field should be left blank unless in the 13th period.

        B.   BUDGET FY

        C.   FUND

        D.   AGENCY

5.   Enters the appropriation to be deactivated.

        A.   ACT   Enter a **AD@** in the field.

        B.   APPR UNIT

6.   Repeats Step 5 as needed.

7.   Edits the document

        A.   Press <HOME> to move to the FUNCTION.

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B.   Types ΑEDIT DOC@ in the FUNCTION.

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        C.   Presses <ENTER>.

> **NOTE**:   **Should the document contain errors, the data must be corrected. Error messages appear at the bottom of the screen along with the message A DOCUMENT ERRORS DETECTED@. Once the errors have been corrected, the document can be re-edited. Types A EDIT DOC@ in the FUNCTION and represses <ENTER>.**

        1)   The screen will display the STATUS of A PEND1" in the document header.

        2)   The APPR DATE field shows the current date. This is a system computed field. The APPR DATE will appear automatically.

        3)   The END DATE shows the inferred fiscal year end date unless entered by the user. This is a system-computed field. The END DATE is taken from the APPR Table END DATE.

        4)   **A READY FOR APPROVAL 1**" (agency approval), **A READY FOR APPROVAL 3**" (Office of Statewide Reporting and Accounting Policy approval), **A READY FOR APPROVAL 4**" (Office of Planning and Budget), and **A READY FOR APPROVAL 5"** (State Treasurer=s Office approval) messages appear at the bottom of the screen.

      8.   Types **A END@** in the FUNCTION field to exit the **AP** document.

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NOTE: **You must exit the document so that another authorized person can approve the document. The person who enters the document cannot approve the same document.**

9. Presses <ENTER>. The screen displays the SUSF. The **SUSF** shows the **AP** document with the "**PEND1**" status.

Authorized Agency Approver

10. Retrieves the **AP** document from **SUSF**.

    A. Types "**S**" in the ACTION.

    B. Presses <TAB> until Line 01 or the line where the document number appears is reached.

    C. Presses <ENTER>. **AP** document is displayed.

11. Reviews the Document for accuracy.

12. Types "**APPROVE DOC**" in the FUNCTION.

13. Presses <ENTER>. An approval message is displayed stating that approval 1 has been applied and that other approvals are pending.

14. Types "**END**" in the FUNCTION.

OSRAP

15. Retrieves the **AP** document from **SUSF**.

16. Types "**APPROVE DOC**" in the FUNCTION.

17. Presses <ENTER>. An approval message is displayed stating that approval 3 has been applied and that other approvals are pending.

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	18.	Types **AEND@** in the FUNCTION.
OPB	19.	Retrieves the **AP** document from **SUSF**.
	20.	Types **AAPPROVE DOC@** in the FUNCTION.
	21.	Presses <ENTER>. An approval message is displayed stating that approval 4 has been applied and that it is pending 5 approval.
	22.	Types **AEND@** in the FUNCTION.
STO	23.	Retrieves the **AP** document from **SUSF**.
	24.	Types **AAPPROVE DOC@** in the FUNCTION.
	25.	Presses <ENTER>. The **AP** document now shows a STATUS of SCHEDULED.
	26.	Types **ARUN DOC@** in the FUNCTION. **A**Running the AP document causes the information to be posted to the appropriate tables.
	27.	Presses <ENTER>. The AP document now shows a STATUS of **ACCEPTED** in the document header. Document will show an accepted status on SUSF.
	28.	Types **>END@** in the Function and presses <ENTER> to exit the document. You will be returned to the SUSF.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 303
Procedure Name: Establishing Constitutional Appropriations	**Date Issued:** 03/00
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

This procedure is used to establish and enter appropriations in AFS to account for revenue and expenditure activity for constitutionally created appropriations.

Responsibility	Action
STO	1. Obtains a copy of the Legislative Act from the Secretary of State=s Office.
	2. Once approved by the vote of the people, sets up structure for new fund number. See procedure for setting up funds in ISIS.
OSRAP	3. Updates Fund Agency (FGY2) and Balance Sheet Account (BAC2) Tables in AFS.
STO	4. Prepares a Azero dollar@ Appropriation (AP) document under agency 900 in AFS for the new appropriation number. The appropriation number will be established as appropriation group code **15.** This allows revenues and expenditures to post the appropriation and no warrants are necessary.
	5. Advises the responsible agency of the newly established appropriation number so that they can submit an Organization Request Form to OSRAP to have an organization number entered that is tied to the appropriation number.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 304
Procedure Name: Establishing a Custodial Appropriations	**Date Issued:** 03/00
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

This procedure is used to establish and enter appropriations in AFS by STO to record revenue and expenditures of funds held in the custody of the STO.

Responsibility	Action	
STO	1.	Sets up structure for the new fund number, if necessary. See procedure for setting up fund structure in AFS.
	2.	Inputs new fund structure in AFS, if necessary.
	3.	Sets up structure for the new appropriation number on a Azero dollar@ Appropriation (AP) document under agency 900. The appropriation number will be established as appropriation group code **09.** This allows revenues and expenditures to post the appropriation and no warrants are necessary.
	4.	Advises the responsible agency of the newly established appropriation number so that they can set up the organization number tied to the appropriation number. See procedure for setting up an organization in AFS.
OSRAP	5.	Approves the AP in AFS for the new appropriation
STO	6.	Approves the AP in AFS for appropriation number. As monies are classified to the appropriation by the responsible agency, the STO will make payments or transfers as requested. At the end of the fiscal year, the STO will carry forward the monies remaining in the fund.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 303
Procedure Name: Establishing Constitutional Appropriations	Date Issued: 03/00
	Revision: Date:

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 305
Procedure Name: Establishing Statutory Appropriations	Date Issued: 03/00
	Revision: Date:

PURPOSE AND DESCRIPTION:

This procedure is used to establish and enter appropriations in AFS to record revenue that is to be credited to a specific fund that is statutorily created by the State Legislature.

Responsibility	Action

STO   1.   Obtains a copy of the Legislative Act from the Secretary of State=s Office.

                     2.   Enters structure for new fund number. See procedure for setting up funds in AFS.

                     3.   Updates the Fund Agency (FGY2) Table and the Balance Sheet Account (BAC2) Table for the cash account. A FGY2 record must exist for Appropriation (AP) document to pass the edits. See procedures for establishing Fund/Agency and Balance Sheet Accounts.

                     4.   Enters an AP to establish the structure for the new appropriation number.

                             NOTE: **This AP will be a Azero dollar@ AP prepared under agency 900 (OSRAP). See procedures for adding an AP.**

OSRAP   5.   Approves AP document in AFS.

STO   6.   Approves AP document in AFS.

                     7.   Advises the responsible agency of the newly established appropriation number so that they can submit an Organization Request Form to OSRAP to have an organization number entered within their agency fund tied to the appropriation number and cash account number.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 310
Procedure Name: Establishing a Revenue Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

Before data is entered, you must first logon to AFS. This procedure is used for establishing a revenue budget line in AFS. This procedure will only be used to create needed revenue budget units and related data which do not exist on the Revenue Budget Inquiry (REV2) Table for a given fiscal year, fund and agency. This procedure may be repeated as needed on a Revenue Budget (RB) document or used with AChanging a Revenue Budget Unit@ and/or ADeactivating a Revenue Unit@ to create a complete RB document. See Section 3.1 Budget Maintenance of this manual. **Field definitions for the RB document can be found in section 3.1.2.2. of this chapter.**

Responsibility   **Action**

Authorized Agency   1.   Accesses the Document Suspense.
User

            A.   Types AN@ in the ACTION.

            B.   Types ASUSF@ in the SCREEN.

            C.   Presses <ENTER>. (You will be at the designated table).

       2.   Creates a new RB.

            A.   Types ANEW@ in the FUNCTION.

            B.   Presses <TAB> to the DOCUMENT area.

            C.   Types the following information in the corresponding fields under DOCUMENT.

                 1)   Type ARB@ in the TYPE field. (Tab over)

ISIS

2) Type three-character agency number in the AGCY field.

3) Type **ΑRB#@** in the NUMBER field. The number sign or pound sign will automatically assign the next document number for the RB document.

3. Presses <ENTER>. The screen displays a new RB Document with information entered in the DOCUMENT fields.

4. Enters values in the corresponding required fields of the document header. See Exhibit 3-12.

    A. ACCTG PRD   This field may be left blank unless in the 13th period.

    B. BUDGET FY

    C. FUND

    D. AGENCY   .

    E. TOTAL REVISED REV AMT   Do not code cents.

5. Enters the required data in the following fields:

    A. LIN ACT   Enter an **ΑA@** in the field.

    B. ORGN

ISIS

       C.   REV SRCE

       D.   REVISED
              AMT   Do not code cents.

       E.   INC/DEC
              AMT   Do not code cents.

6.   Repeats Step 5 as needed.

7.   Edits the document

       A.   Press <HOME> to move to the FUNCTION.

       B.   Types **AEDIT DOC@** in the FUNCTION.

       C.   Presses <ENTER>.

          NOTE: **Should the document contain errors, the data must be corrected. Error messages appear at the bottom of the screen along with the message ADOCUMENT ERRORS DETECTED@. Once the errors have been corrected, the document can be re-edited. Types AEDIT DOC@ in the FUNCTION and represses <ENTER>.**

          1)   The screen will display the STATUS of APEND1" in the document header. See Exhibit 3-13.

          2)   TRANS DATE field shows the current date. This is a system-computed field. The TRANS DATE will appear

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 310
Procedure Name: Establishing a Revenue Budget Line	Date Issued: 03/00
	Revision: Date:

automatically.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 310
Procedure Name: Establishing a Revenue Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

    3)   CALCULATED REVISED REVENUE AMT field is the system computed total of all entries in the revised amount column.

    4)   APPR UNIT field is the appropriation unit associated with the agency and the revenue organization coded.

    5)   **AREADY FOR APPROVAL 1**" (agency approval) and **AREADY FOR APPROVAL 4**" (Office of Statewide Reporting and Accounting Policy approval) messages appear at the bottom of the screen.

8.   Types **AEND@** in the FUNCTION to exit the **RB** document.

    NOTE: **You must exit the document so that another authorized person can approve the document. The person who enters the document cannot approve the same document.**

9.   Presses <ENTER>. The screen displays the **SUSF**. The **SUSF** now shows the **RB** document in the **APEND1**" **STATUS.**

Authorized Agency Approver   10.   Retrieves the **RB** document from **SUSF**.

    A.   Types **AS@** in the ACTION.

    B.   Presses <TAB> until line 01 or the line where the document number appears is reached.

    C.   Presses <ENTER>. **RB** document is displayed.

11.   Reviews the document for accuracy.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 310
Procedure Name: Establishing a Revenue Budget Line	Date Issued: 03/00
	Revision: Date:

12. Types **AAPPROVE DOC@** in the FUNCTION.

13. Presses <ENTER>. An approval message is displayed stating that approval 1 has been applied and that other approvals are pending. See Exhibit 3-14.

14. Types **AEND@** in the FUNCTION.

OSRAP   15. Retrieves the **RB** document from **SUSF**.

16. Types **AAPPROVE DOC@** in the FUNCTION.

17. Presses <ENTER>. The RB document now shows a STATUS of SCHEDULED. See Exhibit 3-15.

18. Types **ARUN DOC@** in the FUNCTION. The RB document now shows a STATUS of ACCEPTED in the document header. Document will show an accepted status on **SUSF**. See Exhibits 3-16 and 3-17.

19. Presses <ENTER>. **A**Running@ the RB document causes the information to be posted to the appropriate tables. See Exhibit 3-18.

20. Types **AEND@** in the Function and presses <ENTER> to exit the document. You will be returned to the **SUSF**.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 311
Procedure Name: Changing a Revenue Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

Before data is entered, you must first logon to AFS. This procedure is used for changing a revenue budget line in AFS. The revenue unit must be a valid entry on the Revenue Budget Inquiry (REV2) Table for a given fiscal year, fund and agency. This procedure may be repeated as needed on a revenue Budget (RB) document or used with AAdding a Revenue Budget Unit@ and/or ADeactivating a Revenue Unit@ to create a complete RB document. See Section 3.1 Budget Maintenance of this manual. **Field definitions for the RB document can be found in section 3.1.2.2. of this chapter.**

Responsibility   **Action**

Authorized Agency
User   1.   Accesses the Document Suspense.

        A.   Types AN@ in the ACTION.

        B.   Types ASUSF@ in the SCREEN.

        C.   Presses <ENTER>. (You will be at the designated table).

    2.   Creates a new RB.

        A.   Types ANEW@ in the FUNCTION.

        B.   Presses <TAB> to the DOCUMENT area.

        C.   Types the following information in the corresponding fields under DOCUMENT.

            1)   Type ARB@ in the TYPE field. (Tab over)

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 311
Procedure Name: Changing a Revenue Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

      2)   Type three-character agency number in the AGCY field.

      3)   Type **ARB#@** in the NUMBER field. The number sign or pound sign will automatically assign the next document number for the RB document.

3.   Presses <ENTER>. The screen displays a new RB Document with information entered in the DOCUMENT fields.

4.   Enters the corresponding required fields in the document header. See Exhibit 3-19.

      A.   ACCTG PRD   This field may be left blank unless in the 13th period.

      B.   BUDGET FY

      C.   FUND

      D.   AGENCY

      E.   TOTAL REVISED REV AMT   Do not code cents.

5.   Enters the required data in the following fields:

      A.   LIN ACT   Enter **AC@** in this field.

      B.   ORGN

      C.   REV SRCE

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 311
Procedure Name: Changing a Revenue Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 311
Procedure Name: Changing a Revenue Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

        D.   REVISED
             AMT   Do not code cents.

        E.   INC/DEC
             AMT   Do not code cents.

6.   Repeats Step 5 as needed.

7.   Edits the document

        A.   Press <HOME> to move to the FUNCTION.

        B.   Types **AEDIT DOC@** in the FUNCTION.

        C.   Presses <ENTER>.

> **NOTE:**   **Should the document contain errors, the data must be corrected. Error messages appear at the bottom of the screen along with the message ADOCUMENT ERRORS DETECTED@. Once the errors have been corrected, the document can be re-edited. Types AEDIT DOC@ in the FUNCTION and represses <ENTER>.**

            1)   The screen will display the STATUS of APEND1" in the document header.

            2)   TRANS DATE field shows the current date. This is a system-computed field. The TRANS DATE will appear automatically.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 311
Procedure Name: Changing a Revenue Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

      3)   CALCULATED REVISED REVENUE AMT field is the system computed total of all entries in the revised amount column.

      4)   APPR UNIT field is the appropriation unit associated with the agency and the revenue organization coded.

      5)   **AREADY FOR APPROVAL 1**" (agency approval) and **AREADY FOR APPROVAL 4**" (Office of Statewide Reporting and Accounting Policy approval) messages appear at the bottom of the screen.

8.   Types **AEND@** in the FUNCTION to exit the **RB** document.

    NOTE: **You must exit the document so that another authorized person can approve the document. The person who enters the document cannot approve the same document.**

9.   Presses <ENTER>. The screen displays the **SUSF**. The **SUSF** now shows the **RB** document in the **APEND1**" **STATUS.**

10.   Retrieves the **RB** document from **SUSF**.

    A.   Types **AS@** in the ACTION.

    B.   Presses <TAB> until line 01 or the line where the document number appears is reached.

    C.   Presses <ENTER>. **RB** document is displayed.

11.   Reviews the document for accuracy.

ISIS

12.   Types **AAPPROVE DOC@** in the FUNCTION.

13.   Presses <ENTER>. An approval message is displayed stating that approval 1 has been applied and that other approvals are pending.

14.   Types **AEND@** in the FUNCTION.

OSRAP   15.   Retrieves the **RB** document from **SUSF**.

16.   Types **AAPPROVE DOC@** in the FUNCTION.

17.   Presses <ENTER>. The RB document now shows a STATUS of SCHEDULED.

18.   Types **ARUN DOC@** in the FUNCTION. **A**Running@ the RB document causes the information to be posted to the appropriate tables.

19.   Presses <ENTER>. The RB document now shows a STATUS of ACCEPTED in the document header. Document will show an accepted status on **SUSF**.

20.   Types **AEND@** in the Function and presses <ENTER> to exit the document. You will be returned to the **SUSF**.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 312
Procedure Name: Deactivating a Revenue Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

Before data is entered, you must first logon to AFS. This procedure is used to deactivate an existing revenue line in AFS. The revenue unit deactivated must be a valid entry on the Revenue Budget Inquiry (REV2) Table for a given fiscal year, fund and agency. **Field definitions for the RB document can be found in section 3.1.2.2. of this chapter.**

Responsibility   **Action**

Authorized Agency
User   1.   Accesses the Document Suspense.

                        A.   Types **N@** in the ACTION.

                        B.   Types **SUSF@** in the SCREEN.

                        C.   Presses <ENTER>. (You will be at the designated table).

             2.   Creates a new RB

                        A.   Types **NEW@** in the FUNCTION.

                        B.   Presses <TAB> to the DOCUMENT area.

                        C.   Types the following information in the corresponding fields under DOCUMENT.

                                  1)   Type **RB@** in the TYPE field. (Tab over)

                                  2)   Type three-character agency number in the AGCY field.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 312
Procedure Name: Deactivating a Revenue Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

        3)   Type **ARB#@** in the NUMBER field. The number sign or pound sign will automatically assign the next document number for the RB document.

3.   Presses <ENTER>. The screen displays a new RB Document with information entered in the DOCUMENT fields.

4.   Enters the following values in the corresponding document header fields. See Exhibit 3-20.

      A.   ACCTG PRD   This field may be left blank unless in the 13th period.

      B.   BUDGET FY

      C.   FUND

      D.   AGENCY

5.   Enters the revenue budget line to be deactivated.

      A.   Types **D@** in the LIN ACT (Line Action).

      B.   ORGN

      C.   REV SRC

6.   Repeats Step 5 as needed.

7.   Edits the document

      A.   Press <HOME> to move to the FUNCTION.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 312
Procedure Name: Deactivating a Revenue Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

B. Types AEDIT DOC@ in the FUNCTION.

C. Presses <ENTER>.

NOTE: **Should the document contain errors, the data must be corrected. Error messages appear at the bottom of the screen along with the message ADOCUMENT ERRORS DETECTED@. Once the errors have been corrected, the document can be re-edited. Types AEDIT DOC@ in the FUNCTION and represses <ENTER>.**

1) The screen will display the STATUS of APEND1" in the document header.

2) TRANS DATE field shows the current date. This is a system-computed field. The TRANS DATE will appear automatically.

3) CALCULATED REVISED EXP AMT field is the system computed total of all entries in the revised amount column.

4) APPR UNIT field is the appropriation unit associated with the agency and the expenditure organization coded.

5) **AREADY FOR APPROVAL 1**" (agency approval) and **AREADY FOR APPROVAL 4**" (Office of Statewide Reporting and Accounting Policy approval) messages appear at the bottom of the screen.

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 312
Procedure Name: Deactivating a Revenue Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

8. Types ⟨**END**⟩ in the FUNCTION to exit the **RB** document.

   NOTE: **You must exit the document so that another authorized person can approve the document. The person who enters the document cannot approve the same document.**

9. Presses <ENTER>. The screen displays the **SUSF.** The **SUSF** shows the **RB** document with the **PEND1.**

Authorized Agency Approver

10. Retrieves the **RB** document from **SUSF**.

   A. Types ⟨**S**⟩ in the ACTION.

   B. Presses <TAB> until line 01 or the line where the document number appears is reached.

   C. Presses <ENTER>. **RB** document is displayed.

11. Reviews the document for accuracy.

12. Types ⟨**APPROVE DOC**⟩ in the FUNCTION.

13. Presses <ENTER>. An approval message is displayed stating that approval 1 has been applied and that other approvals are pending.

14. Types ⟨**END**⟩ in the FUNCTION.

OSRAP

15. Retrieves the **RB** document from **SUSF**.

16. Types ⟨**APPROVE DOC**⟩ in the FUNCTION.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 312
Procedure Name: Deactivating a Revenue Budget Line	Date Issued: 03/00
	Revision: Date:

17. Presses <ENTER>. The RB document now shows a STATUS of SCHEDULED.

18. Types **ARUN DOC@** in the FUNCTION. **A**Running@ the RB document causes the information to be posted to the appropriate tables.

19. Presses <ENTER>. The RB document now shows a STATUS of ACCEPTED in the document header.

20. Types **AEND@** in the Function and presses <ENTER> to exit the document.   You   will   be   returned   to   the   SUSF.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 320
Procedure Name: Establishing and Expense Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

Before data is entered, you must first logon to AFS. This procedure is used for establishing an expense budget line in AFS. This procedure will only be used to create needed expense budget units and related data which do not exist on the Expense Budget Inquiry (EEX2) Table for a given fiscal year, fund and agency. This procedure may be repeated as needed on an Expense Budget (EB) document or used with AChanging an Expense Budget Unit@ and/or ADeactivating an Expense Unit@ to create a complete EB document. See Section 3 Budget Maintenance of this manual. **Field definitions for the EB document can be found in section 3.1.2.3. of this chapter.**

Responsibility   **Action**

Authorized Agency
User   1.   Accesses the Document Suspense .

                 A.   Types AN@ in the ACTION.

                 B.   Types ASUSF@ in the SCREEN.

                 C.   Presses <ENTER>. (You will be at the designated table).

         2.   Creates a new EB

                 A.   Types ANEW@ in the FUNCTION.

                 B.   Presses <TAB> to the DOCUMENT area.

                 C.   Types the following information in the corresponding fields under DOCUMENT.

                       1)   Type AEB@ in the TYPE field. (Tab over)

ISIS

        2)   Type three-character agency number in the AGCY field.

        3)   Type **A**EB#**@** in the NUMBER field. The number sign or pound sign will automatically assign the next document number for the EB document.

3.   Presses <ENTER>. The screen displays a new EB Document with information entered in the DOCUMENT fields.

4.   Enters values in the corresponding required fields of the document header. See Exhibit 3-21.

        A.   ACCTG PRD   This field may be left blank unless in the 13th period.

        B.   BUDGET FY

        C.   FUND   .

        D.   AGENCY

        E.   TOTAL REVISED EXP AMT   Do not code cents.

5.   Enters the required values in the corresponding fields of the document lines:

        A.   LIN ACT   Types **A**A**@** in the field.

        B.   ORG

        C.   OBJ

ISIS

        D.   SUB OPT   Optional.

        E.   SPD IND   Optional.

        F.   REVISED
                 AMT   Do not code cents.

        G.   INC/DEC
                 AMT   Do not code cents.

6.   Repeats Step 5 as needed.

7.   Edits the document

        A.   Press <HOME> to move to the FUNCTION.

        B.   Types **AEDIT DOC@** in the FUNCTION.

        C.   Presses <ENTER>.

            NOTE: **Should the document contain errors, the data must be corrected. Error messages appear at the bottom of the screen along with the message ADOCUMENT ERRORS DETECTED@. Once the errors have been corrected, the document can be re-edited. Types AEDIT DOC@ in the FUNCTION and represses <ENTER>.**

            1)   The screen will display the STATUS of APEND1"in the document header.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 320
Procedure Name: Establishing an Expense Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

2)   TRANS DATE field shows the current date. This is a system-computed field. The TRANS DATE will appear automatically.

3)   CALCULATED REVISED EXP AMT field is the system computed total of all entries in the revised amount column.

4)   APPR UNIT field is the appropriation unit associated with the agency and the expenditure organization coded.

5)   **AREADY FOR APPROVAL 1**" (agency approval) and **AREADY FOR APPROVAL 4**" (Office of Statewide Reporting and Accounting Policy approval) messages appear at the bottom of the screen.

8.   Types **AEND@** in the FUNCTION to exit the **EB** document.

     NOTE: **You must exit the document so that another authorized person can approve the document. The person who enters the document cannot approve the same document.**

9.   Presses <ENTER>. The screen displays the **SUSF**. The **SUSF** shows the **EB** document with the **PEND1**

Authorized Agency Approver   10.   Retrieves the **EB** document from **SUSF**.

     A.   Types **AS@** in the ACTION.

     B.   Presses <TAB> until line 01 or the line where the document number appears is reached.

ISIS

        C.   Presses <ENTER>. **EB** document is displayed.

11.   Reviews the Document for accuracy.

12.   Types **AAPPROVE DOC@** in the FUNCTION.

13.   Presses <ENTER>. An approval message is displayed stating that approval 1 has been applied and that other approvals are pending.

14.   Types **AEND@** in the FUNCTION.

OSRAP   15.   Retrieves the **EB** document from **SUSF**.

16.   Types **AAPPROVE DOC@** in the FUNCTION.

17.   Presses <ENTER>. The EB document now shows a STATUS of SCHEDULED.

18.   Types **ARUN DOC@** in the FUNCTION. **A**Running@ the EB document causes the information to be posted to the appropriate tables.

19.   Presses <ENTER>. The EB document now shows a STATUS of ACCEPTED in the document header. Document will show an accepted status on SUSF.

20.   Types **AEND@** in the Function and presses <ENTER> to exit the document.   You   will   be   returned   to   the   SUSF.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 321
Procedure Name: Changing an Expense Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

Before data is entered, you must first logon to AFS. This procedure is used for changing an expense budget line in AFS. The expense unit must be a valid entry on the Expense Budget Inquiry (EEX2) Table for a given fiscal year, fund, and agency.   This procedure may be repeated as needed on an Expense Budget (EB) document or used with AAdding an Expense Budget Unit@ and/or ADeactivating an Expense Unit@ to create a complete EB document. See Section 3 Budget Maintenance of this manual. **Field definitions for the EB document can be found in section 3.1.2.3. of this chapter.**

Responsibility   **Action**

Authorized Agency
User   1.   Accesses the Document Suspense.

                     A.   Types AN@ in the ACTION.

                     B.   Types ASUSF@ in the SCREEN.

                     C.   Presses <ENTER>. (You will be at the designated table).

            2.   Creates a new EB

                     A.   Types ANEW@ in the FUNCTION.

                     B.   Presses <TAB> to the DOCUMENT area.

                     C.   Types the following information in the corresponding fields under DOCUMENT.

                           1)   Type AEB@ in the TYPE field. (Tab over)

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 321
Procedure Name: Changing an Expense Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

    2)   Type three-character agency number in the AGCY field.

    3)   Type **AEB#@** in the NUMBER field. The number sign or pound sign will automatically assign the next document number for the EB document.

3.   Presses <ENTER>. The screen displays a new EB Document with information entered in the DOCUMENT fields.

4.   Enters the following values in the corresponding fields. See exhibit 3-22.

    A.   ACCTG PRD   This field may be left blank unless in the 13th period.

    B.   BUDGET FY

    C.   FUND

    D.   AGENCY

    E.   TOTAL REVISED
          EXP AMT   Do not code cents.

5.   Enters the required data in the following fields:

    A.   LIN ACT   Enter **AC@** in this field.

    B.   ORG

    C.   ACTV   Optional.

    D.   OBJ

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 321
Procedure Name: Changing an Expense Budget Line	**Date Issued:** 03/00
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      E.   SUB OPT   Optional..

      F.   SPD IND   Optional.

      G.   REVISED AMT   Do not code cents.

      H.   INC/DEC AMT   Do not code cents.

6.   Repeats Step 5 as needed.

7.   Edits the document

      A.   Press <HOME> to move to the FUNCTION.

      B.   Types **AEDIT DOC@** in the FUNCTION.

      C.   Presses <ENTER>.

      NOTE: **Should the document contain errors, the data must be corrected. Error messages appear at the bottom of the screen along with the message ADOCUMENT ERRORS DETECTED@ Once the errors have been corrected, the document can be re-edited. Types AEDIT DOC@ in the FUNCTION and represses <ENTER>.**

      1)   The screen will display the STATUS of APEND1"in the document header.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 321
Procedure Name: Changing an Expense Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

2) TRANS DATE field shows the current date. This is a system-computed field. The TRANS DATE will appear automatically.

3) CALCULATED REVISED EXP AMT field is the system computed total of all entries in the revised amount column.

4) APPR UNIT field is the appropriation unit associated with the agency and the expenditure organization coded.

5) **AREADY FOR APPROVAL 1**" (agency approval) and **AREADY FOR APPROVAL 4**" (Office of Statewide Reporting and Accounting Policy approval) messages appear at the bottom of the screen.

8. Types **AEND@** in the FUNCTION to exit the **EB** document.

   NOTE: **You must exit the document so that another authorized person can approve the document. The person who enters the document cannot approve the same document.**

9. Presses <ENTER>. The screen displays the **SUSF**. The **SUSF** shows the **EB** document with the **PEND1**

Authorized Agency Approver

10. Retrieves the **EB** document from **SUSF**.

   A. Types **AS@** in the ACTION.

   B. Presses <TAB> until line 01 or the line where the document number appears is reached.

   C. Presses <ENTER>. **EB** document is displayed.

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 321
Procedure Name: Changing an Expense Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

11. Reviews the Document for accuracy.

12. Types **AAPPROVE DOC@** in the FUNCTION.

13. Presses <ENTER>. An approval message is displayed stating that approval 1 has been applied and that other approvals are pending.

14. Types **AEND@** in the FUNCTION.

OSRAP 15. Retrieves the **EB** document from **SUSF**.

16. Types **AAPPROVE DOC@** in the FUNCTION.

17. Presses <ENTER>. The EB document now shows a STATUS of SCHEDULED.

18. Types **ARUN DOC@** in the FUNCTION. **A**Running@ the EB document causes the information to be posted to the appropriate tables.

19. Presses <ENTER>. The EB document now shows a STATUS of ACCEPTED in the document header. Document will show an accepted status on SUSF.

20. Types **AEND@** in the Function and presses <ENTER> to exit the document. You will be returned to the SUSF.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 322
Procedure Name: Changing Selected Fields on an Expense Budget Line	Date Issued: 03/00
	Revision: Date:

PURPOSE AND DESCRIPTION:

Before data is entered, you must first logon to AFS. This procedure is used for changing an expense budget line in AFS for description, spending control indicator, sub-object option, or amount changes. This procedure may be repeated as needed on an Expense Budget (EB) document or used with AAdding an Expense Budget Unit@ and/or ADeactivating an Expense Unit@ to create a complete EB document. See Section 3 Budget Maintenance of this manual. **Field definitions for the EB document can be found in section 3.1.2.3. of this chapter.**

Responsibility   **Action**

Authorized Agency
User   1.   Accesses the Document Suspense.

                    A.   Types AN@ in the ACTION.

                    B.   Types ASUSF@ in the SCREEN.

                    C.   Presses <ENTER>. (You will be at the designated table).

              2.   Creates a new EB

                    A.   Types ANEW@ in the FUNCTION.

                    B.   Presses <TAB> to the DOCUMENT area.

                    C.   Types the following information in the corresponding fields under DOCUMENT.

                        1)   Type AEB@ in the TYPE field. (Tab over)

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 322
Procedure Name: Changing Selected Fields on an Expense Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

       2)   Type three-character agency number in the AGCY field.

       3)   Type **AEB#@** in the NUMBER field. The number sign or pound sign will automatically assign the next document number for the EB document.

3.   Presses <ENTER>. The screen displays a new EB Document with information entered in the DOCUMENT fields.

4.   Enters the values in the corresponding fields of the document header. See Exhibit 3-23.

       A.   ACCTG PRD   This field may be left blank unless in the 13th period.

       B.   BUDGET FY

       C.   FUND

       D.   AGENCY

       E.   TOTAL REVISED EXP AMT   Do not code cents.

5.   Enters the required values in the corresponding fields of the document detail lines:

       A.   LIN ACT   Enter **AS@** in this field.

       B.   ORG

       C.   SUB OPT   Required only when changing this field.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 322
Procedure Name: Changing Selected Fields on an Expense Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

       D.   SPD IND   Required only when changing this field.

       E.   REVISED
                  AMT   Required when changing a budget line for a sub-object. Do not code cents.

       F.   DESCRIP-
                  TION

6.   Repeats Step 5 as needed.

7.   Edits the document

       A.   Press <HOME> to move to the FUNCTION.

       B.   Types **AEDIT DOC@** in the FUNCTION.

       C.   Presses <ENTER>.

             NOTE: **Should the document contain errors, the data must be corrected. Error messages appear at the bottom of the screen along with the message ADOCUMENT ERRORS DETECTED@. Once the errors have been corrected, the document can be re-edited. Types AEDIT DOC@ in the FUNCTION and represses <ENTER>.**

          1)   The screen will display the STATUS of APEND1"in the document header.

          2)   TRANS DATE field shows the current date. This is a

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 322
Procedure Name: Changing Selected Fields on an Expense Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

system-computed field. The TRANS DATE will appear automatically.

3) CALCULATED REVISED EXP AMT field is the system computed total of all entries in the revised amount column.

4) APPR UNIT field is the appropriation unit associated with the agency and the expenditure organization coded.

5) **AREADY FOR APPROVAL 1**" (agency approval) and **AREADY FOR APPROVAL 4**" (Office of Statewide Reporting and Accounting Policy approval) messages appear at the bottom of the screen.

8. Types **AEND@** in the FUNCTION to exit the **EB** document.

   NOTE: **You must exit the document so that another authorized person can approve the document. The person who enters the document cannot approve the same document.**

9. Presses <ENTER>. The screen displays the **SUSF**. The **SUSF** shows the **EB** document with the **PEND1**

Authorized Agency Approver

10. Retrieves the **EB** document from **SUSF**.

   A. Types **AS@** in the ACTION.

   B. Presses <TAB> until line 01 or the line where the document number appears is reached.

   C. Presses <ENTER>. **EB** document is displayed.

11. Reviews the Document for accuracy.

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 322
Procedure Name: Changing Selected Fields on an Expense Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

12. Types **AAPPROVE DOC@** in the FUNCTION.

13. Presses <ENTER>. An approval message is displayed stating that approval 1 has been applied and that other approvals are pending.

14. Types **AEND@** in the FUNCTION.

OSRAP 15. Retrieves the **EB** document from **SUSF**.

16. Types **AAPPROVE DOC@** in the FUNCTION.

17. Presses <ENTER>. The EB document now shows a STATUS of SCHEDULED.

18. Types **ARUN DOC@** in the FUNCTION. **A**Running@ the EB document causes the information to be posted to the appropriate tables.

19. Presses <ENTER>. The EB document now shows a STATUS of ACCEPTED in the document header. Document will show an accepted status on SUSF.

20. Types **AEND@** in the Function and presses <ENTER> to exit the document. You will be returned to the SUSF.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 323
Procedure Name: Deactivating an Expense Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

Before data is entered, you must first logon to AFS. This procedure is used to deactivate an existing expense line in AFS. The expense unit deactivated must be a valid entry on the Expense Budget Inquiry (EEX2) Table for a given fiscal year, fund and agency. **Field definitions for the EB document can be found in section 3.1.2.3. of this chapter.**

Responsibility   **Action**

Authorized Agency
User   1.   Accesses the Document Suspense.

         A.   Types **AN@** in the ACTION.

         B.   Types **ASUSF@** in the SCREEN.

         C.   Presses <ENTER>. (You will be at the designated table).

     2.   Creates a new EB

         A.   Types **ANEW@** in the FUNCTION.

         B.   Presses <TAB> to the DOCUMENT area.

         C.   Types the following information in the corresponding fields under DOCUMENT.

             1)   Type **AEB@** in the TYPE (Type) field. (Tab over)

             2)   Type agency number in the AGCY field.

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 323
Procedure Name: Deactivating an Expense Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

        3)   Type **AEB#@** in the NUMBER field. The number sign or pound sign will automatically assign the next document number for the EB document.

3.   Presses <ENTER>. The screen displays a new EB Document with information entered in the DOCUMENT fields.

4.   Enters the following values in the corresponding fields. See Exhibit 3-24.

        A.   ACCTG PRD   This field may be left blank unless in the 13th period.

        B.   BUDGET FY

        C.   FUND

        D.   AGENCY

5.   Enters the expense budget line to be deactivated.

        A.   LIN ACT   Enter **AD@** in this field.

        B.   ORG

        C.   OBJ

6.   Repeats Step 5 as needed.

7.   Edits the document

        A.   Press <HOME> to move to the FUNCTION.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 323
Procedure Name: Deactivating an Expense Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

B. Types **AEDIT DOC@** in the FUNCTION.

C. Presses <ENTER>.

> **NOTE:** **Should the document contain errors, the data must be corrected. Error messages appear at the bottom of the screen along with the message ADOCUMENT ERRORS DETECTED@. Once the errors have been corrected, the document can be re-edited. Types AEDIT DOC@ in the FUNCTION and represses <ENTER>.**

1) The screen will display the STATUS of APEND1" in the document header.

2) TRANS DATE field shows the current date. This is a system-computed field. The TRANS DATE will appear automatically.

3) CALCULATED REVISED EXP AMT field is the system computed total of all entries in the revised amount column.

4) APPR UNIT field is the appropriation unit associated with the agency and the expenditure organization coded.

5) **AREADY FOR APPROVAL 1**" (agency approval) and **AREADY FOR APPROVAL 4**" (Office of Statewide Reporting and Accounting Policy approval) messages appear at the bottom of the screen.

8. Types **AEND@** in the FUNCTION to exit the **EB** document.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 323
Procedure Name: Deactivating an Expense Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

NOTE: **You must exit the document so that another authorized person can approve the document. The person who enters the document cannot approve the same document.**

9. Presses <ENTER>. The screen displays the **SUSF.** The **SUSF** shows the **EB** document with the **PEND1.**

Authorized Agency Approver

10. Retrieves the **EB** document from **SUSF**.

    A. Types **AS@** in the ACTION.

    B. Presses <TAB> until line 01 or the line where the document number appears is reached.

    C. Presses <ENTER>. **EB** document is displayed.

11. Reviews the document for accuracy.

12. Types **AAPPROVE DOC@** in the FUNCTION.

13. Presses <ENTER>. An approval message is displayed stating that approval 1 has been applied and that other approvals are pending.

14. Types **AEND@** in the FUNCTION.

OSRAP

15. Retrieves the **EB** document from **SUSF**.

16. Types **AAPPROVE DOC@** in the FUNCTION.

17. Presses <ENTER>. The EB document now shows a STATUS of SCHEDULED.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 323
Procedure Name: Deactivating an Expense Budget Line	**Date Issued:** 03/00
	Revision: **Date:**

18.   Types **ARUN DOC@** in the FUNCTION. **A**Running**@** the EB document causes the information to be posted to the appropriate tables.

19.   Presses <ENTER>. The EB document now shows a STATUS of ACCEPTED in the document header.

20.   Types **AEND@** in the Function and presses <ENTER> to exit the document. You will be returned to the SUSF.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 330
Procedure Name: Sale of Bonds	**Date Issued:** 03/00
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

This procedure is used for the sale of bonds in AFS. The SBC sells general obligation bonds to fund capital outlay projects that have been approved by priority by the Legislature. The SBC also determines the need to sell bonds and the projects to be included on the bond sale.

Responsibility	Action	
SBC	1.	Notifies the Fiscal Section of the STO and the state agency of the bond sale.
STO	2.	Enters a Deposit Suspense (DS) document in AFS and notifies agency of the DS number.
AGENCY	3.	Prepares BDS Document to set up the means of financing.
		NOTE: **The Means of Financing should be set up using group code 19. This denotes Proceeds-Sale of Bonds. The <u>bond series number should also be included in the BDS document.</u>**
OPB	4.	Approves the Document in BDS.
OSRAP	5.	Approves the Document in BDS.
STO	6.	Approves the Document in BDS.
AGENCY	7.	Prepares a Project Master (PJ) document to set up the project tied to the Means of Financing.
	8.	Enters a Cash Receipt (CR) document in AFS using revenue source code **1855** to classify bond proceeds to the Means of Financing appropriation and notifies the STO of the pending CR.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 323
Procedure Name: Deactivating an Expense Budget Line in AFS	**Date Issued:** 03/00
	Revision: **Date:**

9.   Approves CR in AFS, once STO reviews the CR and processes any other document that should run at the same time.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 331
Procedure Name: Sale of Bonds for Line of Credit	**Date Issued:** 03/00
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

This procedure is used to record the sale of bonds for lines of credit. Lines of credit are issued by the SBC for projects appropriated in the current year=s Capital Outlay Act. The SBC sells general obligation bonds to fund capital outlay projects that have been appropriated by priority by the Legislature.

Responsibility		Action
SBC	1.	Notifies the Fiscal Section of the STO and the state agency of the bond sale.
STO	2.	Enters a Deposit Suspense (DS) document in AFS and notifies agency of the DS number.
AGENCY	3.	Enters a Cash Receipt (CR) document in AFS to classify bond proceeds.
		NOTE: Use revenue source code 1855.
	4.	Notifies the STO of pending CR.
STO	5.	Enters and approves a Journal Voucher (JV) document to reverse line of credit.
		NOTE: Use revenue source **T340**.
	6.	Notifies agency about the JV.
AGENCY	7.	Approves the CR.
	8.	Prepares an AP to add bond series number to the Means of Financing Appropriation description. This is done after the bonds are sold. The bond series number will be printed on a copy of the bond sale document.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 331
Procedure Name: Sale of Bonds for Line of Credit	**Date Issued:** 03/00
	Revision: **Date:**

OSRAP   9.   Approves the AP to add the bond series number to the Means of Financing Appropriation.

STO   10.   Approves the AP.

               NOTE: **See BDS procedures for reversing appropriation status from line   of   credit   to   bond   sales.**

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 340
Procedure Name: Lines of Credit	Date Issued: 03/00
	Revision: Date:

PURPOSE AND DESCRIPTION:

This procedure is used to provide authorization for obligation and expenditure of state funds before the sale of bonds designated to finance the capital outlay project(s). Upon approval of a line of credit by the SBC, a certificate is provided to the Fiscal Section of the STO and the agency responsible for administration of the project.

Responsibility	Action	
AGENCY	1.	Requests line of credit from the SBC.
SBC	2.	Provides certification on approved cash lines of credit as well as amounts approved to the agency, the Fiscal Section of the STO, and OSRAP. If the line of credit is not approved, the SBC shall notify the agency.
AGENCY	3.	Enters line of credit in BDS. See BDS Manual.
OPB	4.	Approves line of credit in BDS.
OSRAP	5.	Approves line of credit in BDS.
AGENCY	6.	Prepares a Project Master (PJ) document in AFS to set up the project tied to the Means of Financing number. See instructions for completing the PJ in the AFS Online Features Guide.
STO	7.	Approves line of credit in BDS.
	8.	Prepares and approves a JV to record the line of credit in AFS using the line of credit revenue source code **T340**. STO must obtain the appropriate project number from the agency in order to record the required accounting distribution.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 350
Procedure Name: Seed Requests	**Date Issued:** 03/00
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

This procedure is used to extend seeds to those state agencies that have cashflow problems. Any state agency that does not have sufficient cash at the beginning of the fiscal year to pay expenses may request a seed from the DOA-COMM. Sufficient justification in the request must be provided to allow the DOA-COMM to review and determine the need for the seed. Seeds must be repaid by the close of the fiscal year. For the seed to be re-established in the next fiscal year, written approval must be obtained from the DOA-COMM.

Responsibility		Action
AGENCY	1.	Request seed advance from the DOA-COMM. Request must include: the amount requested, the applicable Means of Financing, how and when the agency plans to repay the seed, and justification as to why the seed is needed..
	2.	Sends a copy of the request to the STO.
DOA-COMM	3.	Notifies the requesting agency, OSRAP, and the STO of approval or disapproval of the seed advance.
AGENCY	4.	Sends a copy of approval letter noting the recipient agency number, fund number, revenue organization number and other optional coding for the seed to OSRAP.
OSRAP	5.	Prepares a Special Revenue Voucher (J3) document under agency 900 to record the seed in AFS if seed advance is approved.

The accounting entries are as follows:

Debit	Agency 148-Revenue Organization (3100) and Revenue Source T210-Due from Other Funds Seeds
Credit	AGY-Revenue Organization and Revenue Source T220-Due to Other Funds Seeds

ISIS

	6.	Approves the J3.

STO   7.   Reviews and approves the J3.

OSRAP   8.   Prepares a J3 to repay the seed by reversing the original entry. This is prepared by August 14th.

> **NOTE:** **Agency may notify OSRAP in writing anytime during the fiscal year of the seed that they have sufficient funds to repay the seed. If the agency does not have sufficient funds to repay the seed at 8/14, then the unpaid balance and any additional funds are re-established in the next fiscal year. A written request to re-establish the seed must be approved by the DOA-COMM.**

EXHIBITS

Exhibit 3-1

AFS DOCUMENT SUSPENSE FILE (SUSF)

```
 ACTION: S  SCREEN: SUSF USERID: Z107B96
03/02/00  10:37:31 AM
 FUNCTION: new                ORG:

                      D O C U M E N T   S U S P E N
S E

 S      BATCH               DOCUMENT
                   PROCESS
 E ---------------- ----------------------
    LAST    LAST    DATE
 L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT
APPRV  DATE    USER   (YYMMDD)
 - ---- ---- ------ ---- ---- ----------- ----- ---
-- ------ -------- --------
                     AP   114  AP#
```

This is an example of the Document Suspense Screen.   This is where a new AP document was created. A new document was created by typing AP in the TYPE field, typing the agency number in the AGCY field, and typing AP# in the NUMBER field.

NOTE: **The number sign or pound sign automatically assigned the next available document number for your agency and transaction type to the AP document.**

Exhibit 3-2

AFS APPROPRIATION BUDGET DOCUMENT (AP)

```
FUNCTION:                     DOCID: AP    114
AP000000005     03/02/00 10:52:54 AM
STATUS:                   BATID:
ORG:            000-000 OF 000
 H-                        APPROPRIATION INPUT SCREEN


    APPR DATE:                   ACCTG PRD:
  BUDGET FY: 00
    FUND: 114   AGENCY: 114   ORGN:              NET
APPR AMOUNT:        0
                                            NET EST
RECEIPT AMT: 100000
                    APPR    END


    ACT APPR UNIT TYPE   DATE   APPROPRIATION NAME
          SHORT NAME
    --- --------- ---- -------- -------------------
----------- ------------
         GRP                   REV/ CAT
          BOND  B/A CHECK
         CDE   APPR AMOUNT   I/D BCB  CNTL EST
RECEIPT AMT I/D SERIES OPT CASH
         --- ----------- --- ---- ---- ---------
------ --- ------ --- -----
 01-  A 002        01         SELF GENERATED

 03-



 04-
```

This is an example of an AP document used to add an appropriation budget line. An AA@ was typed in the ACT starting at line 01. Entry in the APPR field, the APPR TYPE field, the APPR TYPE field, the APPROPRIATION NAME field, the SHORT NAME field, GRP CDE field, CAT CNTL field, ESTIMATED RECEIPT AMOUNT field, B/A OPT field, and the CHECK CASH field is required. You must save or edit the document before ending the transaction or the data will be lost.

Exhibit 3-3

AFS APPROPRIATION BUDGET DOCUMENT (AP)

```
FUNCTION:                  DOCID: AP    114  AP000000005
     03/02/00 10:59:50 AM
   STATUS: PEND1            BATID:
ORG:          001-002 OF 002
 H-                       APPROPRIATION INPUT SCREEN


     APPR DATE: 03 02 00      ACCTG PRD:
  BUDGET FY: 00
     FUND: 114   AGENCY: 114   ORGN:              NET
APPR AMOUNT:            0
                                      NET   EST
RECEIPT AMT:        100,000
                   APPR    END


     ACT APPR UNIT TYPE    DATE    APPROPRIATION NAME
          SHORT NAME
     --- --------- ---- -------- --------------------
--------- ------------
        GRP                    REV/ CAT
         BOND  B/A CHECK
      CDE  APPR AMOUNT   I/D BCB  CNTL EST RECEIPT
AMT I/D SERIES OPT CASH
     --- ----------- --- ---- ---- ----------
---- --- ------ --- -----
 01-  A 002        01  12 31 00 SELF GENERATED
        SELF GEN                          05
                       N      100,000   I
     L    M
 02-

 03-




 04-






 H--*S401-READY FOR APPROVAL 1          H--*S403-
READY FOR APPROVAL 3
 H--*S404-READY FOR APPROVAL 4          H--*S405-
READY FOR APPROVAL 5
```

The AP document displayed above is ready for agency approval. The status changed to PEND1 when the document was successfully edited.

Exhibit 3-4

AFS APPROPRIATION BUDGET DOCUMENT (AP)

```
FUNCTION:                    DOCID: AP   114  AP000000005
    03/02/00 10:59:50 AM
   STATUS: PEND3           BATID:
ORG:         001-001 OF 001
 H-                        APPROPRIATION INPUT SCREEN

     APPR DATE: 03 02 00      ACCTG PRD:
  BUDGET FY: 00
     FUND: 114   AGENCY: 114   ORGN:            NET
APPR AMOUNT:           0
                                        NET   EST
RECEIPT AMT:      100,000
                   APPR    END

     ACT APPR UNIT TYPE   DATE   APPROPRIATION NAME
          SHORT NAME
     --- --------- ---- -------- --------------------
--------- ------------
        GRP                      REV/ CAT
         BOND  B/A CHECK
        CDE   APPR AMOUNT   I/D BCB   CNTL EST RECEIPT
AMT I/D SERIES OPT CASH
        --- ----------- --- ---- ---- -----------
---- --- ------ --- -----
 01-  A  002       01  12 31 00 SELF GENERATED
          SELF GEN                          05
                           N      100,000    I
     L    M
 02-

 03-



 04-



 A--*HS60-DOCUMENT  MARKED  FOR  READ  ONLY     H--*
404-READY FOR APPROVAL 3
 H--*  404-READY  FOR  APPROVAL  4
H--*S405-READY FOR APPROVAL 5

```

The AP is now ready for OSRAP approval. The status changed to PEND3 after the

agency approval was applied.

Exhibit 3-5

AFS APPROPRIATION BUDGET DOCUMENT (AP)

```
 FUNCTION:                              DOCID: AP     114
AP000000005      10/20/97 10:59:50 AM
   STATUS: PEND4            BATID:
ORG:            001-001 OF 001
 H-                            APPROPRIATION INPUT SCREEN


     APPR DATE: 10 20 97       ACCTG PRD:
  BUDGET FY: 98
     FUND: 114   AGENCY: 114   ORGN:                 NET
APPR AMOUNT:              0
                                          NET    EST
RECEIPT AMT:       100,000
                   APPR    END


    ACT APPR UNIT TYPE   DATE   APPROPRIATION NAME
          SHORT NAME
     --- --------- ---- ------- --------------------
--------- ------------
        GRP                    REV/ CAT
         BOND  B/A CHECK
      CDE  APPR AMOUNT   I/D BCB  CNTL EST RECEIPT
AMT I/D SERIES OPT CASH
        --- ----------- --- ---- ---- ----------
---- --- ------ --- -----
 01-  A 002          01 12 31 98  SELF GENERATED
          SELF GEN                            05
                       N       100,000   I
     L    M
 02-


 03-



 04-




 A--*HS60-DOCUMENT   MARKED    FOR    READ    ONLY
H--*S404-READY FOR APPROVAL 4
 H  *S405 READY FOR APPROVAL 5
```

The AP is now ready for OPB approval. The status changed to PEND4 after OSRAP approval was applied.

Exhibit 3-6

AFS APPROPRIATION BUDGET DOCUMENT (AP)

```
  FUNCTION:                          DOCID: AP    114
AP000000005     03/02/00 10:59:50 AM
   STATUS: PEND5            BATID:
ORG:          001-001 OF 001
 H-                       APPROPRIATION INPUT SCREEN


    APPR DATE: 03 02 00      ACCTG PRD:
  BUDGET FY: 00
    FUND: 114   AGENCY: 114   ORGN:              NET
APPR AMOUNT:           0
                                        NET   EST
RECEIPT AMT:        100,000
                   APPR    END


    ACT APPR UNIT TYPE   DATE   APPROPRIATION NAME
        SHORT NAME
    --- --------- ---- -------- ---------------------
-------- -----------
       GRP                        REV/ CAT
        BOND  B/A CHECK
      CDE   APPR AMOUNT   I/D BCB  CNTL EST RECEIPT
AMT I/D SERIES OPT CASH
       --- ----------- --- ---- ---- -----------
---- --- ------ --- -----
 01-  A 002          01 12 31 00  SELF GENERATED
        SELF GEN                          05
                         N       100,000    I
    L    M         02-



 03-



 04-



  A--*HS60-DOCUMENT  MARKED   FOR   READ   ONLY
H--*S405-READY FOR APPROVAL 5
```

This AP is now ready for STO approval. The status changed to PEND5 after OPB approval was applied.

Exhibit 3-7

AFS APPROPRIATION BUDGET DOCUMENT (AP)

```
FUNCTION:                  DOCID: AP   114  AP000000005
     03/02/00 11:01:10 AM
    STATUS: SCHED           BATID:
ORG:          001-001 OF 001
 H-                      APPROPRIATION INPUT SCREEN


     APPR DATE: 10 20 00      ACCTG PRD:
  BUDGET FY: 00
     FUND: 114   AGENCY: 114   ORGN:              NET
APPR AMOUNT:            0
                                        NET   EST
RECEIPT AMT:       100,000
                     APPR   END


     ACT APPR UNIT TYPE   DATE   APPROPRIATION NAME
          SHORT NAME
        --- --------- ---- ------- --------------------
--------- ------------
          GRP                   REV/ CAT
           BOND  B/A CHECK
        CDE  APPR AMOUNT   I/D BCB  CNTL EST RECEIPT
AMT I/D SERIES OPT CASH
          --- ----------- --- ---- ---- -----------
---- --- ------ --- -----
 01-  A  002        01 12 31 00  SELF GENERATED
          SELF GEN
          05                           N
100,000   I         L      M
 02-

 03-



 04-
```

```
 A--*S001-APPROVAL 1 APPLIED              A--*S003-
APPROVAL 3 APPLIED
 A--*S004-APPROVAL 4 APPLIED              A--*S005-
APPROVAL 5 APPLIED
 A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

The status of the AP document changed to SCHED after the final document approval (STO) was applied.

Exhibit 3-8

AFS APPROPRIATION BUDGET DOCUMENT (AP)

```
FUNCTION:                    DOCID: AP    114
AP000000005    03/02/00 11:02:03 AM
   STATUS: ACCPT          BATID:
ORG:          001-001 OF 001
 H-                       APPROPRIATION INPUT SCREEN


     APPR DATE: 03/02/00     ACCTG PRD:
  BUDGET FY: 00
     FUND: 114   AGENCY: 114   ORGN:            NET
APPR AMOUNT:             0
                                         NET EST
RECEIPT AMT:       100,000
                  APPR    END


    ACT APPR UNIT TYPE   DATE   APPROPRIATION NAME
         SHORT NAME
    --- --------- ---- -------- --------------------
---------- ------------
       GRP                    REV/ CAT
        BOND  B/A CHECK
       CDE  APPR AMOUNT   I/D BCB  CNTL EST
RECEIPT AMT I/D SERIES OPT CASH
       --- ----------- --- ---- ---- ---------
------ --- ------ --- -----
 01-  A  002       01  12 31 00  SELF GENERATED
         SELF GEN                          05
                       N        100,000   I
    L     M
 02-

 03-



 04-




 A--*HP20-DOCUMENT ACCEPTED
```

The AP document was run successfully and the status changed to ACCPT. All appropriate AFS Tables have been updated from the information entered on the AP document.

Exhibit 3-9

AFS APPROPRIATION INQUIRY (EXTENDED) (EAP2)

```
ACTION: R  SCREEN: EAP2 USERID: IS03T17
03/02/00  11:08:18 AM



           A P P R O P R I A T I O N   I N Q U I R Y
  ( E X T E N D E D )


 BUDGET FY= 00    FUND= 114  AGENCY= 114 ORGANIZATION=
      APPR UNIT= 002
 APPR TYPE: 01  MY IND: N    STATUS: A  APPR END DATE:
12 31 98 BUD AUTH OPT: L
  APPR NAME: SELF GENERATED              APPR SHORT
NAME: SELF GEN
  CAT CNTL:  N  GRPC: 05  CHECK CASH: M  BOND SERIES
NUMBER:
  RECEIPTS: ORIG EST:                      CUR  EST:
100,000.00     ACT:          0.00
   APPROP:     ORIG:           0.00     CUR:
    BEG DAY:         0.00



     BEGIN CASH BAL:              0.00
REVERTED AMT:           0.00
     TRANSFER  IN  AMT:                0.00
TRANSFER OUT AMT:          0.00



    BUD AUTH:          0.00  ALLOT:            0.00
  EXP BUD:         0.00



                        CURRENT AMOUNTS
BEGIN DAY AMOUNTS
 PRE-ENCUMBERED AMT:                 0.00
         0.00
    ENCUMBERED AMT:                  0.00
         0.00
     EXPENDED AMT:                   0.00
         0.00



 UNCOMMITTED:         0.00 /   0.00 %  UNEXPENDED:
         0.00 /   0.00 %


```

The EAP2 Table contains appropriation line information. Lines are added to this table when an appropriation budget document is accepted. This is a system maintained table which can only be changed by processing an AP document.

Exhibit 3-10

AFS APPROPRIATION BUDGET DOCUMENT (AP)

```
FUNCTION:                    DOCID: AP    114   AP000000006
      03/02/00 10:59:50 AM
    STATUS:                       BATID:
ORG:            000-000 OF 000
 H-                          APPROPRIATION INPUT SCREEN


      APPR DATE: 03 02 00        ACCTG PRD:
  BUDGET FY: 00
      FUND: 114   AGENCY: 114   ORGN:              NET
APPR AMOUNT:       100000
                                          NET    EST
RECEIPT AMT:
                    APPR    END

    ACT APPR UNIT TYPE    DATE   APPROPRIATION NAME
         SHORT NAME
      --- --------- ---- -------- --------------------
--------- ------------
        GRP                    REV/ CAT
         BOND  B/A CHECK
       CDE  APPR AMOUNT   I/D BCB  CNTL EST RECEIPT
AMT I/D SERIES OPT CASH
        ---  -----------  --- ---- ---- -----------
---- --- ------ --- -----
 01-  C  200

 100000
 02-

 03-



 04-
```

This is an example of an AP document used to change an appropriation budget line. A AC@ was typed in the ACT starting at line 01. The APPR field and the APPR AMOUNT field are required when line action is AC@ You must save or edit the document or data entered will be lost.

Exhibit 3-11

AFS APPROPRIATION BUDGET DOCUMENT (AP)

```
FUNCTION:                    DOCID: AP    114  AP000000007
     03/02/00 10:59:50 AM
   STATUS:                      BATID:
ORG:            000-000 OF 000
 H-                           APPROPRIATION INPUT SCREEN


     APPR DATE: 03 02 00       ACCTG PRD:
  BUDGET FY: 00
     FUND: 114   AGENCY: 114   ORGN:              NET
APPR AMOUNT:
                                         NET    EST
RECEIPT AMT:
                   APPR    END

    ACT APPR UNIT TYPE    DATE   APPROPRIATION NAME
          SHORT NAME
     --- --------- ---- -------- --------------------
--------- ------------
         GRP                    REV/ CAT
          BOND  B/A CHECK
      CDE   APPR AMOUNT   I/D BCB  CNTL EST RECEIPT
AMT I/D SERIES OPT CASH
         --- -----------  --- ---- ---- -----------
---- --- ------ --- -----
 01-  D  200


 02-

 03-



 04-
```

This is an example of an AP document used to deactivate an appropriation budget line. A AD@ was typed in the ACT starting at line 01. The APPR field is required when deactivating a line. You must save or edit the document before ending the document or data entered will be lost.

Exhibit 3-12

AFS REVENUE BUDGET DOCUMENT (RB)

```
 FUNCTION:                                 DOCID: RB     114
RB000000009     03/02/00 04:02:15 PM
   STATUS:                      BATID:
ORG:        001-001 OF 001
 H-                                  REVENUE  BUDGET  INPUT
FORM


    TRANS DATE:             ACCTG PRD:            BUDGET
FY: 00
    FUND: 114       AGENCY: 114          TOTAL REVISED
REVENUE AMT:  100000
                                    CALCULATED REVISED
REVENUE AMT:
    LIN               REV
```

This is an example of a RB document used to add a revenue budget line. An AA@ was typed in the LIN ACT starting at line 01. Entry in ORGN field, the REV SRCE field, the REVISED AMT field, and the INC/DEC field is required. The appropriation unit was inferred from the agency and organization coded. You must save or edit the document before ending the transaction or the data entered will be lost.

Exhibit 3-13

AFS REVENUE BUDGET DOCUMENT (RB)

```
 FUNCTION:                     DOCID: RB    114
RB000000009     03/02/00 04:11:40 PM
 STATUS: PEND1          BATID:
ORG:         001-001 OF 001
 H-                            REVENUE BUDGET INPUT
FORM


     TRANS DATE: 03 02 00  ACCTG PRD:       BUDGET
FY: 00
     FUND: 114     AGENCY: 114        TOTAL
REVISED REVENUE AMT:       100,000
                              CALCULATED
REVISED REVENUE AMT:       100,000
     LIN               REV

     ACT   ORGN   ACTV   SRCE   APPR UNIT   REVISED
AMT    INC/DEC AMT
     ---   ----   ----   ----   ---------   --------
----   -----------
          DESCRIPTION

          --------------------------

 01-  A    S114          1835   002
100,000      100,000


 02-


 03-



 04-






 H--*S401- READY FOR APPROVAL 1     H--*S404-READY
          FOR APPROVAL 4
```

The RB document displayed above is ready for agency approval. The status changed to
PEND1 when the document was successfully edited.

Exhibit 3-14

AFS REVENUE BUDGET DOCUMENT (RB)

```
 FUNCTION:                      DOCID: RB    114
RB000000009     03/02/00 04:11:40 PM
  STATUS: PEND4          BATID:
ORG:          001-001 OF 001
 H-                           REVENUE BUDGET INPUT
FORM


     TRANS DATE: 03 02 00  ACCTG PRD:        BUDGET
FY: 00
     FUND: 114      AGENCY: 114        TOTAL
REVISED REVENUE AMT:       100,000
                            CALCULATED
REVISED REVENUE AMT:       100,000
     LIN                 REV

     ACT   ORGN   ACTV   SRCE   APPR UNIT   REVISED
AMT   INC/DEC AMT
     ---   ----   ----   ----   ---------   --------
----   ------------
          DESCRIPTION

          --------------------------

 01-  A    S114          1835   002
100,000      100,000


 02-


 03-


 04-




 A--*HS60-DOCUMENT MARKED FOR READ ONLY       H--
               *S404-READY FOR APPROVAL 4


```

The RB is now ready for OSRAP approval. The status changed to PEND4 after the agency approval was applied.

Exhibit 3-15

AFS REVENUE BUDGET DOCUMENT (RB)

```
FUNCTION:                      DOCID: RB    114
RB000000009    03/02/00 04:15:57 PM
   STATUS: SCHED              BATID:
ORG:          001-001 OF 001
 H-                           REVENUE BUDGET INPUT
FORM


     TRANS DATE: 03 02 00  ACCTG PRD:       BUDGET
FY: 00
     FUND: 114      AGENCY: 114       TOTAL
REVISED REVENUE AMT:      100,000
                              CALCULATED
REVISED REVENUE AMT:      100,000
     LIN               REV

     ACT   ORGN   ACTV   SRCE   APPR UNIT   REVISED
AMT   INC/DEC AMT
     ---   ----   ----   ----   --------   --------
----   -----------
         DESCRIPTION

         --------------------------

 01-  A    S114          1835   002
100,000      100,000


 02-


 03-



 04-




 A--*S001-APPROVAL 1 APPLIED           A--*S004-
APPROVAL 4 APPLIED
 A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

The status of the RB document changed to SCHD after the final document approval (OSRAP) was applied.

Exhibit 3-16

AFS REVENUE BUDGET DOCUMENT (RB)

```
FUNCTION:                    DOCID: RB    114  RB000000009
     03/02/00 04:16:35 PM
    STATUS: ACCPT            BATID:
ORG:          001-001 OF 001
 H-                              REVENUE  BUDGET  INPUT
FORM


     TRANS DATE: 03 02 00  ACCTG PRD:        BUDGET
FY: 00
     FUND: 114       AGENCY: 114        TOTAL REVISED
REVENUE AMT:       100,000
                             CALCULATED REVISED
REVENUE AMT:       100,000
     LIN               REV

     ACT   ORGN   ACTV   SRCE   APPR UNIT   REVISED
AMT   INC/DEC AMT
     ---   ----   ----   ----   --------   ----------
--   -----------
          DESCRIPTION

          --------------------------

 01-  A    S114              1835    002
100,000       100,000



 02-



 03-



 04-




  A--*HP20-DOCUMENT ACCEPTED


```

The RB document was run successfully by OSRAP and the status changed to ACCPT.

All appropriate AFS Tables have been updated from the information entered on the RB document.

Exhibit 3-17

AFS DOCUMENT SUSPENSE FILE (SUSF)


```
ACTION: S  SCREEN: SUSF USERID: Z107B96
03/02/00  11:38:42 AM
 FUNCTION: new                 ORG:

                       D O C U M E N T   S U S P E N
S E

 S      BATCH              DOCUMENT
                    PROCESS
 E ---------------- ----------------------
    LAST    LAST    DATE
 L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT
APPRV  DATE    USER   (YYMMDD)
 - ---- ---- ------ ---- ---- ------------ ----- ---
-- ------ -------- --------
                    rb   114  rb#
```


    After a RB document is run successfully, the document will appear on SUSF with a status of ACCPT for one day.

Exhibit 3-18

AFS REVENUE BUDGET INQUIRY TABLE (REV2)

```
ACTION: R SCREEN: REV2 USERID: IS03T17
03/02/00  04:23:25 PM
R E V E N U E   B U D G E T   I N Q U I R Y


      BUDGET FY= 00                FUND= 114
        AGENCY= 114
    ORGANIZATION= S114        ACTIVITY=
REVENUE SOURCE= 1835


     DESCRIPTION: MISC REC-LOCAL/OTHER SOURCE

```

The REV2 Table contains revenue budget line information. Lines are added to this table when a revenue budget document is accepted. This is a system maintained table which can only be changed by processing a RB document.

Exhibit 3-19

AFS REVENUE BUDGET DOCUMENT (RB)

```
 FUNCTION:                        DOCID: RB    114
RB000000010      03/02/00 04:02:15 PM
STATUS:                    BATID:
ORG:           001-001 OF 001
 H-                             REVENUE  BUDGET  INPUT
FORM


    TRANS DATE: 03 02 00  ACCTG PRD:
BUDGET FY: 00
    FUND: 114      AGENCY: 114           TOTAL
REVISED REVENUE AMT: 0

CALCULATED REVISED REVENUE AMT:
    LIN                  REV

```

This is an example of a RB document used to change a revenue budget line. A AC@ was typed in the LIN ACT field starting at line 01. The ORGN field, the REV SRCE field, the REVISED AMT field, and the INC/ DEC AMT field are all required when line action is AC@. The appropriation unit is inferred from the agency and organization coded. You must save or edit the document before ending the document or data entered will be lost.

Exhibit 3-20

AFS REVENUE BUDGET DOCUMENT (RB)

```
 FUNCTION:                    DOCID: RB    114
RB000000011     03/02/00 04:02:15 PM
   STATUS:                  BATID:
 ORG:          001-001 OF 001
 H-                          REVENUE  BUDGET  INPUT
FORM


    TRANS DATE: 03 02 00  ACCTG PRD:
BUDGET FY: 00
    FUND: 114     AGENCY: 114        TOTAL
REVISED REVENUE AMT:

CALCULATED REVISED REVENUE AMT:
    LIN                REV
```

This is an example of a RB document used to deactivate a revenue budget line. A AD@was typed in the LIN ACT starting at line 01. The ORGN field, and the REV SRCE field are required when deactivating a line. The appropriation unit is inferred from the agency and organization coded. You must save or edit the document before ending the document or data entered will be lost.

Exhibit 3-21

AFS EXPENDITURE BUDGET DOCUMENT (EB)

```
 FUNCTION:                      DOCID: EB    114
EB000000005    03/02/00 01:29:12 PM
STATUS:                 BATID:
ORG:          001-001 OF 001
 H-                              EXPENSE BUDGET INPUT
FORM


     TRANS DATE: 03 02 00         ACCTG PRD:
    BUDGET FY: 00
     FUND: 114         AGENCY: 114        TOTAL
REVISED EXP AMT:       100000
                                 CALCULATED
REVISED EXP AMT:
    LIN                              SUB SPD
BUDGET
```

This is an example of an EB document used to add an expenditure budget line. An
AA@ was typed in the LIN ACT starting at line 01. Entry in the ORG field, the OBJ
field, the REVISED AMT field, and the INC/DEC filed is required.   The
appropriation was inferred from the agency and organization coded. You must save
or edit the document before ending the transaction or the data entered will be lost.

Exhibit 3-22

AFS EXPENDITURE BUDGET DOCUMENT (EB)

```
 FUNCTION:                      DOCID: EB    114
EB000000006     032/02/00 01:29:12 PM
   STATUS:                 BATID:
ORG:            001-001 OF 001
 H-                                  EXPENSE BUDGET INPUT
FORM


     TRANS DATE: 03 02 00       ACCTG PRD:
  BUDGET FY: 00
     FUND: 114          AGENCY: 114         TOTAL
REVISED EXP AMT: 0
                                   CALCULATED
REVISED EXP AMT:
     LIN                                 SUB SPD
BUDGET
```

This is an example of an EB document used to change an expenditure budget line.
A AC@was typed in the LIN ACT field starting at line 01. The ORG field, the OBJ
field, the REVISED AMT field, and the INC/DEC field are all required when the
line action is @C@.   The appropriation unit is inferred from the agency and
organization coded.   You must save or edit the document before ending the
document or data entered will be lost.

Exhibit 3-23

AFS EXPENDITURE DOCUMENT (EB)

```
 FUNCTION:                         DOCID: EB    114
EB000000008      03/02/00 01:29:12 PM
    STATUS:                     BATID:
ORG:           001-001 OF 001
 H-                               EXPENSE  BUDGET  INPUT
FORM


     TRANS DATE: 03 02 00        ACCTG PRD:
   BUDGET FY: 00
     FUND: 114        AGENCY: 114        TOTAL
REVISED EXP AMT:
                                    CALCULATED
REVISED EXP AMT:
     LIN                              SUB SPD
BUDGET
```

This is an example of an EB document used to change an expenditure budget line.
A AS@ was typed in the LIN ACT field starting at line 01.   The ORG field, the OBJ
field, and the SPD IND field are all required when the line action is AS@.   The
appropriation unit is inferred from the agency and organization coded. You must
save or edit the document before ending the document or data entered will be lost.

Exhibit 3-24

AFS EXPENDITURE BUDGET DOCUMENT (EB)

```
 FUNCTION:                       DOCID: EB    114
EB000000007      03/02/00 01:29:12 PM
   STATUS:                   BATID:
ORG:            001-001 OF 001
 H-                              EXPENSE BUDGET INPUT
FORM


     TRANS DATE: 03 02 00      ACCTG PRD:
  BUDGET FY: 00
     FUND: 114          AGENCY: 114       TOTAL
REVISED EXP AMT:
                                  CALCULATED
REVISED EXP AMT:
     LIN                             SUB SPD
BUDGET
```

This is an example of an EB document used to deactivate an expenditure budget line. A AD@ was typed in the LIN ACT starting at line 01. The ORG field and the REV SRCE field are required when deactivating a line. The appropriation unit is inferred from the agency and organization coded. You must save or edit the document before ending the document or data entered will be lost.

Exhibit 3-25

```
RUN DATE    : 03/04/00                    STATE OF LOUISIANA                              PAGE:   1
RUN TIME    : 01:01:14                   ISIS FINANCIAL SYSTEM
REPORT ID   : 2G54           APPROPRIATION BUDGET RECONCILIATION BY AGENCY
DISTRIBUTE TO: 0050100                FOR PERIOD ENDING 02/29/00


900 - OFFICE OF STATEWIDE REPORTING


                        AFS APPR      AFS RB/EB    APPR OVER    AFS WARR DRAWN  ENCUMBRNACES      REMAINING       REMAIN
                                                   (UNDER)RB/EB  YTD EXPEND                        BUDGET        BUDGET %

                       -----------   ------------  -----------  ----------     -----------       -------                  --------


MEANS OF FINANCING
------------------
CLASSROOM-BASED TECHNOLOGY   228,730      228,730           0        185,530            0              43,200          18.0
DISABILITY AFFAIRS TRUST FU   75,000       75,000           0         50,332            0              24,668          32.0
OIL SPILL CONTINGENCY FUND 8,324,558    8,324,558           0      2,149,747            0           6,174,811          74.0
RURAL DEVELOPMENT FUND    17,251,023   17,251,023           0      5,961,112      0          11,289,911         65.0
LA ENVIRONMENTAL EDUCATION     7,000        7,000           0              0      0               7,000        100.0
LOUISIANA FUND             3,000,000    3,000,000           0              0          0           3,000,000        100.0

GENERAL FUND - STATE FUNDS 25,408,788   25,408,788           0     15,493,305            0           9,915,483          39.0
GENERAL FUND - INTERAGENCY  3,023,901    3,023,901           0        357,705            0           2,666,196          88.0
GENERAL FUND - FEDERAL AID  5,601,020    5,601,020           0      1,582,564            0           4,018,456          71.0
                          _____   _____  _____   _____    _____       _____
TOTAL MEANS OF FINANCING  62,920,020   62,920,020           0     25,780,295            0          37,139,725          59.0



OPERATING APPROPRIATIONS
------------------------
ADMINISTRATIVE            55,409,292   55,409,292           0     20,926,452   12,044,067          22,438,773          40.0
LA INDIGENT DEFENDERS BOARD 7,510,728    7,510,728           0      4,715,645    1,201,479           1,593,604          21.0
                          _____   _____  _____   _____    _____       _____
TOTAL OPERATING APPR      62,920,020   62,920,020           0     25,642,097   13,245,546          24,032,377          38.0

MOF OVER(UNDER) OPER               0            0           0        138,198   13,245,546-          13,107,348
```